

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Mortgage Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Request for Escrow Analysis and Adjustment

Loan Number: [Your Loan Number]
Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally request a new escrow analysis for the above-referenced mortgage account. This request is being made following a significant partial principal payoff in the amount of \$[Dollar Amount] which was applied to the account on [Date].

As a result of this large principal reduction, my monthly principal and interest obligations have decreased. Consequently, I would like to request an adjustment to my monthly escrow payments to ensure that my total monthly payment accurately reflects the current status of the loan and to prevent a significant overage in my escrow account.

Please provide me with a revised escrow disclosure statement and notification of the new total monthly payment amount once the analysis is complete.

Thank you for your prompt attention to this matter. Please contact me at [Phone Number] if you require any further information.

Sincerely,

[Your Signature]
[Your Printed Name]