

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Escrow Account Closure

Dear [Recipient Name],

This letter serves as formal notification that your escrow account associated with Loan Number [Loan Number] will be closed effective [Date of Closure].

Following the closure of this account, you will be responsible for the direct payment of all property taxes and insurance premiums. Please ensure that you make these payments to the respective agencies and providers on time to avoid any penalties or a lapse in coverage.

Details of the closure are as follows:

- Current Escrow Balance: \$[Amount]
- Disposition of Funds: [A check for the remaining balance will be mailed to you / Funds have been applied to the principal balance]
- Expected Refund Date: [Date, if applicable]

Please note that your monthly mortgage payment will be adjusted to [New Monthly Amount] starting on [Date of New Payment], as it will no longer include escrow deposits.

If you have any questions regarding this closure or your new payment amount, please contact our customer service department at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]