

**Date:** [Insert Date]

**To:**

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**Re: Notice of Escrow Advance Reimbursement Demand**

**Loan Number:** [Insert Loan Number]

**Property Address:** [Insert Property Address]

Dear [Borrower Name],

This letter serves as a formal demand for the reimbursement of funds advanced by [Lender/Servicer Name] to cover a shortage in your escrow account.

On [Date of Payment], [Lender/Servicer Name] made a payment in the amount of \$[Amount] on your behalf for the following item(s):

- [Property Taxes / Homeowners Insurance / Mortgage Insurance]

As these funds were not available in your escrow account at the time of disbursement, an escrow advance was created. Per the terms of your Mortgage/Deed of Trust, you are required to reimburse the lender for any such advances.

**Total Amount Due:** \$[Total Amount]

**Due Date:** [Insert Date]

Please remit payment in full by the due date mentioned above. You may send a check to the address listed below or contact our billing department at [Phone Number] to discuss a repayment plan if you are unable to pay the full amount immediately.

Failure to reimburse these funds may result in an adjustment to your monthly mortgage payment to recover the shortage over time.

Sincerely,

[Your Name/Department]

[Lender/Servicer Name]

[Contact Phone Number]