

[Date]

[Mortgage Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]

[Borrower Name]  
[Borrower Address]  
[City, State, Zip Code]

**Subject: Important Information Regarding Your Mortgage Loan #[Account Number]**

Dear Mortgage Borrower,

We are writing to provide you with an update regarding your mortgage account. [Insert specific reason for letter, such as escrow adjustment, interest rate change, or payment reminder].

Please find the details of this update below:

- Current Balance: \$[Amount]
- Next Payment Due Date: [Date]
- New Monthly Payment Amount: \$[Amount]

If you have any questions regarding your account or the information provided in this letter, please contact our customer service department at [Phone Number] during our business hours, [Business Hours].

Thank you for choosing [Mortgage Company Name] for your home financing needs.

Sincerely,

[Name/Department]  
[Mortgage Company Name]