

DATE: [Insert Date]

TO:

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

RE: NOTICE OF DEFAULT - UNPAID PROPERTY TAXES

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

Our records indicate that the property taxes for the above-referenced property are currently delinquent for the tax year(s) [Insert Tax Years]. According to the records provided by the [Insert County/City] Tax Collector, the outstanding balance is \$[Insert Amount].

Pursuant to the terms of your Mortgage/Deed of Trust, you are required to keep all property taxes current to protect the lien priority of the lender. Failure to pay property taxes constitutes a default under your loan agreement.

REQUIRED ACTION:

You must provide proof of payment for the outstanding taxes to our office no later than [Insert Deadline Date]. Proof of payment may be submitted via:

- Email: [Insert Email Address]
- Fax: [Insert Fax Number]
- Mail: [Insert Lender Mailing Address]

IMPORTANT NOTICE:

If you fail to provide proof of payment by the date specified above, [Insert Lender Name] may take one or all of the following actions:

1. Pay the delinquent taxes on your behalf and add the cost (including any penalties and interest) to your loan balance.
2. Establish a mandatory escrow account for the future collection of taxes and insurance.
3. Initiate formal foreclosure proceedings due to breach of contract.

If you have already paid these taxes, please forward a copy of your receipt immediately so we can update our records.

Sincerely,

[Name/Department]

[Lender Name]

[Phone Number]