

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice Regarding Treatment of Taxes and Escrow Accounts

Loan/Account Number: [Your Account Number]

Dear [Recipient Name],

This letter serves as formal notification regarding the management and treatment of the property tax and escrow accounts associated with the above-referenced loan for the property located at [Property Address].

Please be advised of the following requirements and instructions:

- **Escrow Analysis:** Please provide a copy of the most recent annual escrow account disclosure statement, detailing all deposits, disbursements, and any projected overages or shortages.
- **Tax Payments:** Ensure that all property tax assessments are paid in full from the escrow account prior to the delinquency date set by the local taxing authority.
- **Surplus Funds:** If the current escrow analysis reveals a surplus exceeding [Amount], please issue a refund check to the undersigned within [Number] days.
- **Shortage/Deficiency:** In the event of a shortage, please provide a detailed explanation and options for repayment, including spreading the shortage over a 12-month period.

We request that you confirm receipt of these instructions and update your records to reflect [Specific Instructions, e.g., a change in tax billing address or representative].

Should you require further information or documentation, please contact me at [Your Phone Number] or via email at [Your Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]