

[Date]

[Lender Name/Servicing Department]

[Lender Address]

[City, State, Zip Code]

RE: Escrow Property Tax Disbursement Notification

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

To Whom It May Concern,

This letter is to formally request/confirm the disbursement of funds from the escrow account associated with the above-referenced mortgage for the payment of property taxes.

Please find the details of the tax assessment below:

- **Taxing Authority:** [Insert Name of County/City Tax Office]
- **Tax Bill/Parcel ID Number:** [Insert ID Number]
- **Tax Period:** [Insert Year/Quarter]
- **Total Amount Due:** \$[Insert Amount]
- **Due Date:** [Insert Date]

We request that the payment be issued directly to the taxing authority prior to the due date to avoid any late penalties or interest charges. Please notify us once the payment has been processed.

If there are insufficient funds in the escrow account or if further documentation is required, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]