

[Date]

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

**RE: Loan Number: [Loan Number]**

Subject: Notification of Escrow Account Surplus

Dear [Borrower Name],

We have completed the annual review of your escrow account to ensure that sufficient funds are available to pay your property taxes and insurance premiums. Based on this analysis, your account currently has a surplus.

**Surplus Amount: \$[Amount]**

This surplus occurred because the actual disbursements for taxes or insurance were lower than the amounts projected at the beginning of the year.

**How you will receive your surplus:**

- A check for the surplus amount is enclosed with this letter.
- [OR] The surplus will be applied to your upcoming monthly mortgage payments.
- [OR] The surplus will be deposited into your designated bank account on [Date].

**New Payment Information:**

As a result of this review, your new monthly mortgage payment will be adjusted as follows:

- Current Monthly Payment: \$[Amount]
- New Monthly Payment: \$[Amount]
- Effective Date: [Date]

Please note that if you have automatic payments scheduled through your bank or our online portal, you may need to update the payment amount manually before the effective date.

Attached to this letter is an Escrow Account Disclosure Statement, which provides a detailed history of your account over the past year and the projections for the coming year.

If you have any questions regarding this review, please contact our Customer Service Department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Name/Department]  
[Company Name]