

Date: [Insert Date]

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Subject: Escrow Account Deficiency Repayment Options

Dear [Borrower Name(s)],

We recently completed an analysis of your escrow account. Due to an increase in your [property taxes/insurance premiums], your escrow account currently has a deficiency of **[\$[Insert Amount]]**.

To bring your account current, please select one of the following repayment options:

- **Option 1: Full Payment**
Pay the entire deficiency amount of **[\$[Insert Amount]]** by [Insert Date]. This will prevent your monthly mortgage payment from increasing due to the deficiency spread.
- **Option 2: 12-Month Repayment Plan**
Spread the deficiency over the next 12 months. This will add **[\$[Insert Amount]]** to your monthly mortgage payment starting on [Insert Date].
- **Option 3: Partial Payment**
Pay a portion of the deficiency now and spread the remaining balance over the next 12 months.

Please contact our Escrow Department at [Insert Phone Number] or visit our website at [Insert Website] by [Insert Deadline Date] to confirm your preferred option. If we do not hear from you, we will automatically apply **Option 2**.

Sincerely,

[Insert Name/Department]
[Insert Company Name]