

[Date]

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

RE: Notice of Escrow Account Surplus and Mortgage Payment Change

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

We recently completed an annual analysis of your escrow account. This review ensures that enough funds are collected to cover your property taxes and insurance premiums.

1. Escrow Surplus Refund

Our analysis shows that your escrow account has a surplus of **[\$[Amount]]**. Since this amount exceeds the required minimum balance, a check for this surplus is enclosed with this letter.

2. Mortgage Payment Adjustment

Based on the updated tax and insurance amounts, your monthly mortgage payment will be adjusted as follows:

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

What you need to do:

- **If you have automatic payments:** We will automatically update your withdrawal amount starting on the effective date listed above.
- **If you pay via online banking or check:** Please update your records to reflect the new payment amount starting **[Date]**.

If you have any questions regarding this analysis, please contact our Customer Service department at **[Phone Number]** or visit our website at **[Website]**.

Sincerely,

[Company Name]
[Escrow Department]