

Date: [Date]

[Mortgage Company Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

RE: Notice of Escrow Payment Adjustment

Account Number: [Your Account Number]

Property Address: [Your Property Address]

Dear Customer Service Department,

I am writing to formally acknowledge the recent assessment regarding my property taxes and the resulting adjustment to my monthly mortgage payment.

According to the recent Escrow Analysis Statement dated [Date of Statement], my annual property taxes have increased from \$[Old Tax Amount] to \$[New Tax Amount]. As a result, I understand that my monthly escrow payment will increase by \$[Increase Amount], bringing my total monthly mortgage payment to \$[New Total Payment] effective [Date New Payment Begins].

Regarding the escrow shortage of \$[Shortage Amount] created by this tax increase, I have selected the following option:

- **Full Payment:** Enclosed is a check for the full shortage amount. Please apply this to my escrow account to keep my monthly payment as low as possible.
- **Spread Payment:** Please spread the shortage amount over the next 12 months as part of my updated monthly payment.

Please update my records accordingly and send a confirmation once the payment or adjustment has been processed. If you require further documentation or have questions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]