

[Date]

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

Re: Loan Number: [Insert Loan Number]

Dear [Borrower Name],

We are pleased to inform you that your request to waive the property tax escrow requirement for the above-referenced mortgage loan has been approved.

Effective [Effective Date], you will be responsible for making property tax payments directly to the appropriate taxing authorities. Please note the following conditions of this waiver:

- You must pay all property taxes in full and on time.
- You must provide the lender with proof of payment within [Number] days of the tax due date.
- Homeowners insurance must continue to be maintained and paid (unless also waived).

The lender reserves the right to revoke this waiver and re-establish an escrow account if taxes become delinquent or if proof of payment is not provided.

Your monthly mortgage payment will be adjusted to \$[New Monthly Amount], reflecting the removal of the escrow portion. This change will begin with your payment due on [Date].

If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

[Name of Representative]
[Title]
[Lending Institution Name]