

[Date]

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

Subject: Approval of Voluntary Escrow Waiver - Loan Number: [Loan Number]

Dear [Borrower Name],

We are pleased to inform you that your request to waive the escrow account requirement for your mortgage loan has been approved, effective [Effective Date].

As of this date, you are now responsible for the direct payment of the following items:

- Property Taxes (County, City, and/or School)
- Homeowners' Insurance Premiums
- Flood Insurance Premiums (if applicable)

Terms of Waiver:

Please be advised that this waiver is subject to the following conditions:

- **Timely Payments:** You must pay all tax and insurance bills on or before their respective due dates.
- **Proof of Payment:** You may be required to provide us with copies of paid receipts or proof of insurance coverage upon request.
- **Default:** If you fail to stay current on taxes or insurance, we reserve the right to revoke this waiver and re-establish an escrow account at your expense.

Any remaining funds currently held in your escrow account, totaling \$[Amount], will be [refunded via check / applied to your principal balance] within [Number] business days.

Your new monthly mortgage payment, excluding escrow, will be \$[Amount], starting on [Payment Date].

If you have any questions regarding this approval, please contact our Customer Service Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Authorized Representative Name]
[Department Name]
[Lender/Service Name]