

[Date]

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

Subject: Escrow Account Overage Refund

Dear [Borrower Name],

We are writing to inform you that we recently completed an annual analysis of your escrow account for your mortgage, loan number [Loan Number].

Based on our analysis, we have determined that there is a surplus in your account. This overage occurred because the actual payments for your property taxes and/or insurance premiums were lower than the amounts previously projected.

Enclosed with this letter is a check in the amount of **\$(Overage Amount)**, representing the disbursement of your escrow overage. Please note that your monthly mortgage payment may also be adjusted as a result of this analysis. Your new monthly payment amount will be **\$(New Payment Amount)**, effective [Effective Date].

If you have any questions regarding this refund or your escrow account statement, please contact our Customer Service Department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Name/Department]  
[Financial Institution Name]

Enclosure: Check #[Check Number]