

[Date]

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

**RE: Notification of Delinquent Property Tax Payment**

Loan Number: [Loan Number]  
Property Address: [Property Address]

Dear [Borrower Name],

This letter is to inform you that [Lender/Service Name] has received notice that the property taxes for the above-referenced property are currently delinquent for the tax year [Year].

According to the terms of your Mortgage/Deed of Trust, it is a requirement that property taxes be paid in a timely manner to protect the priority of the lien. Because these taxes remained unpaid, [Lender/Service Name] has advanced the funds necessary to pay the taxing authority on your behalf.

**Payment Details:**

- Amount Paid to Taxing Authority: \$[Amount]
- Penalties and Interest Incurred: \$[Amount]
- Total Amount Advanced: \$[Total Amount]

Due to this advance, your escrow account now reflects a shortage. To recover these funds, your monthly mortgage payment will be adjusted effective [Date]. Your new monthly payment will be \$[New Payment Amount].

If you have already paid these taxes, please provide a copy of the paid receipt to our Escrow Department immediately so that we may reconcile our records and contact the taxing authority for a refund.

If you have any questions regarding this notice, please contact our Customer Service Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Name/Department]  
[Lender/Service Name]