

[Date]

[Mortgage Servicer Name]
[Escrow Department Address]
[City, State, Zip Code]

Re: Request for Escrow Disbursement for Supplemental Property Tax Bill

Borrower Name: [Your Full Name]
Loan Number: [Your Loan Number]
Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally request that [Mortgage Servicer Name] issue a payment from my escrow account for a Supplemental Property Tax Bill I recently received from the [County Name] Tax Collector's Office.

Please find the bill details below:

- **Assessment Number/Parcel Number:** [Number]
- **Installment Number(s):** [e.g., 1st, 2nd, or both]
- **Total Amount Due:** \$[Amount]
- **Due Date:** [Date]

Attached is a copy of the official Supplemental Property Tax Bill for your records. Please process this payment to ensure it is received by the Tax Collector's office before the delinquency date to avoid any late penalties.

If there are insufficient funds in my current escrow balance to cover this supplemental bill, please contact me at [Your Phone Number] or [Your Email Address] to discuss options for a shortage payment or an adjustment to my monthly escrow contribution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: Copy of Supplemental Property Tax Bill