

[Date]

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

RE: Notice of Escrow Account Adjustment - Force-Placed Insurance

Account Number: [Loan Number]

Dear [Borrower Name],

This letter is to inform you that we have adjusted your monthly mortgage payment due to the purchase of lender-placed (force-placed) hazard insurance on your property. This action was taken because we did not receive proof of voluntary insurance coverage as required by your mortgage agreement.

Adjustment Details:

- **Insurance Premium Cost:** \$[Amount]
- **Effective Date of Coverage:** [Date]
- **New Monthly Escrow Payment:** \$[New Amount]
- **New Total Monthly Mortgage Payment:** \$[Total Amount]
- **Effective Date of New Payment:** [Date]

Please note that force-placed insurance is typically more expensive than insurance you can purchase on your own and may provide less coverage. It does not protect your personal belongings or provide liability coverage.

How to Stop Force-Placed Insurance:

If you have active insurance coverage, please provide us with a copy of your policy declarations page immediately. Once we verify your coverage, we will cancel the force-placed policy and refund any unearned premiums to your escrow account. You may submit proof of insurance via:

- Email: [Email Address]
- Fax: [Fax Number]
- Mail: [Mailing Address]

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

Sincerely,

[Lender/Service Name]
[Department Name]