

[Date]

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

**RE: Notice of Force-Placed Insurance and Escrow Account Modification**

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

Dear [Borrower Name],

Our records indicate that the insurance coverage on the above-referenced property has expired or is insufficient, and we have not received proof of a replacement policy. As required by your mortgage agreement, maintaining hazard insurance is a condition of your loan.

**Action Taken:**

Because we have not received evidence of insurance, we have purchased a force-placed insurance policy to protect the property. This insurance protects the lender's interest and may be significantly more expensive than a policy you could purchase on your own. It may also provide less coverage (e.g., no personal liability or contents coverage).

**Escrow Account Modification:**

As a result of this purchase, your monthly mortgage payment will be adjusted to account for the premium cost. Your new escrow payment is outlined below:

- Current Monthly Payment: \$[Amount]
- New Monthly Payment (including insurance premium): \$[Amount]
- Effective Date: [Date]

**How to Cancel This Policy:**

You can cancel this force-placed insurance at any time by providing us with proof of your own insurance coverage. Once we receive your proof of coverage, we will cancel the lender-placed policy and refund any unearned premiums charged to your account.

Please send proof of insurance to:  
[Insurance Department Name/Address]  
[Fax Number or Email Address]

If you have any questions, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Lender/Service Name]  
[Department Name]