

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Notice of Force-Placed Insurance Cancellation and Escrow Modification
Loan Number: [Loan Number]

Dear [Borrower Name],

This letter is to inform you that we have received proof of voluntary insurance coverage for the property located at the address mentioned above. As a result, the force-placed insurance policy we previously issued has been cancelled effective [Cancellation Date].

Refund Information:

Because you have provided evidence of continuous coverage, we have credited your escrow account in the amount of \$[Refund Amount]. This represents the premium for the overlapping period during which both the force-placed policy and your personal policy were active.

Escrow Payment Modification:

Due to the cancellation of the force-placed policy, your monthly mortgage payment has been adjusted. Your new monthly payment amount is detailed below:

- **Old Monthly Payment:** \$[Old Amount]
- **New Monthly Payment:** \$[New Amount]
- **Effective Date:** [Date]

Please update your records and adjust your payments accordingly starting on the effective date. If you have set up automatic payments through your bank, please ensure you update the payment amount.

Important Reminder:

To avoid future force-placed insurance, please ensure that your insurance agent lists [Lender Name] as the loss payee/mortgagee and sends all renewal policies to our office before your current policy expires.

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

Sincerely,

[Name/Department]
[Company Name]