

[Date]

[Lender/Servicer Name]

[Department Name]

[Address]

[City, State, Zip Code]

RE: Escrow Advance Reimbursement

Loan Number: [Your Loan Number]

Property Address: [Your Property Address]

To Whom It May Concern,

I am writing regarding the recent escrow analysis statement dated [Date of Analysis], which indicates an escrow shortage/shortfall in the amount of \$[Total Shortage Amount] due to an advance made by the lender.

Please find enclosed a check/money order for a lump sum payment of \$[Amount Enclosed] to reimburse the escrow account for this advance. It is my intention to pay this balance in full to avoid an increase in my monthly mortgage payment.

I request that you apply these funds specifically to the escrow advance balance and update my account records accordingly. Please provide a confirmation of receipt and a revised payment schedule showing my updated monthly mortgage amount.

If you have any questions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [Check Number/Payment Reference]