

[Date]

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

**RE: Notice of Escrow Account Surplus Refund**

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

In accordance with the Real Estate Settlement Procedures Act (RESPA), we have completed the annual analysis of your escrow account. This analysis is conducted to ensure that sufficient funds are available to pay your property taxes and insurance premiums while maintaining the allowable cushion.

Based on our most recent evaluation, your escrow account has a surplus of **\$(Insert Surplus Amount)**. This surplus exists because the actual disbursements for taxes and insurance were lower than previously projected, or because the remaining balance exceeds the two-month cushion permitted by federal law.

Enclosed with this letter, please find a check in the amount of **\$(Insert Surplus Amount)** representing the full refund of this surplus.

Please note that your monthly mortgage payment may change starting [Date] due to the updated projections for your escrow requirements. Please refer to the enclosed Annual Escrow Account Disclosure Statement for a detailed breakdown of your projected payments and account activity for the coming year.

If you have any questions regarding this refund or your escrow analysis, please contact our Customer Service Department at [Phone Number] or visit our website at [Website Address].

Sincerely,

[Name/Department]  
[Lender/Service Name]

Enclosure: Refund Check, Annual Escrow Account Disclosure Statement