

[Date]

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

**Subject: Annual Escrow Account Disclosure Statement (Voluntary Account)**

Dear [Borrower Name],

This letter provides the annual analysis of your voluntary escrow account for the period of [Start Date] through [End Date]. Because you have elected to maintain a voluntary escrow account for the payment of your property taxes and/or insurance, we perform this yearly review to ensure your monthly deposits are sufficient to cover these expenses.

**Account Summary:**

- Current Monthly Escrow Payment: \$[Amount]
- Total Disbursements Paid Last Year: \$[Amount]
- Projected Disbursements for Next Year: \$[Amount]
- New Required Monthly Escrow Payment: \$[Amount]

**Analysis Results:**

[Insert Surplus/Shortage Description: e.g., Your account currently has a surplus of \$[Amount] which will be refunded to you / Your account has a shortage of \$[Amount] which will be collected over the next 12 months.]

**Payment Change Information:**

Your new total monthly mortgage payment, including the adjusted escrow deposit, will be \$[Total Amount]. This change will take effect on [Effective Date].

If you wish to cancel this voluntary escrow arrangement and manage these payments independently, please contact us in writing. Note that certain loan conditions may apply.

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

Sincerely,

[Lender/Servicer Name]  
[Escrow Department]