

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender or Servicer Name]
[Escrow Department Address]
[City, State, Zip Code]

RE: Voluntary Escrow Account Modification
Loan Number: [Your Loan Number]

To the Escrow Department,

I am writing to formally request a voluntary modification to my escrow account associated with the mortgage loan mentioned above.

Specifically, I would like to request the following change:

- [Option A: Increase monthly escrow payments to prevent future shortages]
- [Option B: Apply a one-time lump sum payment of \$[Amount] to the escrow balance]
- [Option C: Other specific modification request]

I am making this request to ensure that my account remains in good standing and to proactively manage upcoming [property tax / insurance] obligations.

Please update my account records and provide me with a confirmation of this change, along with a revised monthly payment statement if applicable.

Thank you for your assistance. If you require further information or specific forms, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]