

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Voluntary Escrow Account Payment Schedule Agreement**

Loan Number: [Your Loan Number]  
Property Address: [Property Address]

Dear Escrow Department,

I am writing to formally request the establishment of a voluntary escrow account for the payment of my property taxes and homeowners insurance. I would like to propose the following payment schedule to ensure these obligations are met in a timely manner.

Based on the current annual estimates of \$[Annual Tax Amount] for property taxes and \$[Annual Insurance Amount] for insurance, I propose a total monthly escrow contribution of \$[Monthly Amount].

**Proposed Payment Schedule:**

- **Start Date:** [Date of First Payment]
- **Frequency:** Monthly, to be paid alongside the principal and interest payment.
- **Review Date:** [Annual Date for Re-evaluation]

I understand that this escrow account will be managed by [Lender Name] and that the monthly amount may be adjusted annually based on changes in tax assessments or insurance premiums.

Please confirm in writing that this voluntary escrow arrangement and the proposed schedule have been accepted and applied to my account. If you require any additional documentation or a signed authorization form, please let me know.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]