

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

[Date]

[Lender/Service Name]
[Escrow Department Address]
[City, State, Zip Code]

RE: Request to Establish Voluntary Escrow Account
Loan Number: [Your Loan Number]
Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally request the establishment of a voluntary escrow account for the mortgage loan referenced above. Currently, I am responsible for the direct payment of my property taxes and homeowners insurance. I would like to transition these payments to an escrow account managed by your institution.

Please provide me with the necessary documentation and any specific requirements needed to initiate this setup. I understand that this will involve an analysis to determine the required monthly escrow deposit and may require an initial funding payment to seed the account.

Specifically, I would like this escrow account to cover:

- Real Estate Property Taxes
- Homeowners Insurance Premiums
- [Optional: Mortgage Insurance/Other Assessments]

Please send the confirmation of this setup and the updated monthly payment amount to my mailing address listed above. If you require copies of my most recent tax bills or insurance declarations page, please let me know.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]