

Escrow Fund Shortage Update

Dear [Recipient's Name],

We are writing to inform you of a shortage in your escrow account as of [Date]. The current balance of the escrow fund is \$[Current Balance], while the required amount is \$[Required Amount]. This has resulted in a shortage of \$[Shortage Amount].

To ensure that your account remains in good standing, we recommend taking immediate action to address this shortage. You may do so by making a deposit of the shortage amount by [Deadline Date].

If you have any questions or need assistance, please do not hesitate to contact us at [Contact Information]. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]