

Escrow Payment Shortage Explanation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a shortage in your escrow account related to your property located at [Property Address]. It has come to our attention that the current balance is insufficient to cover the upcoming payments due for taxes and insurance.

The shortage has arisen due to [provide brief explanation of reasons such as increased property taxes, insurance premiums, etc.]. As a result, your account currently shows a negative balance of [insert amount].

To rectify this situation, we recommend that you contribute an additional amount of [insert recommended amount] to your escrow account. This will help to ensure that all obligations are met and avoid any potential penalties.

Should you have any questions or need further clarification regarding this matter, please do not hesitate to reach out to us at [Your Contact Information]. We appreciate your prompt attention to this issue.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]