

Important Update on Your Escrow Account

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about an important update regarding your escrow account associated with your mortgage loan. It has come to our attention that there is a shortage in your escrow account, which may affect your future payments and financial planning.

Due to [explain reason for shortage, e.g., increased property taxes, insurance premiums], your escrow account is currently short by [insert amount]. This shortage may result in an increase in your monthly mortgage payment in order to replenish the escrow account balance.

We understand that this change may be concerning, and we want to assure you that we are here to assist you. You have the following options to address the shortage:

- Option 1: [Describe option 1]
- Option 2: [Describe option 2]
- Option 3: [Describe option 3]

Please feel free to contact our customer service department at [insert phone number] or [insert email address] should you have any questions or need assistance in choosing the best option for your situation.

We appreciate your attention to this matter and look forward to resolving it promptly.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]