

Notice of Insufficient Escrow Funds

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal notice regarding the insufficiency of funds in your escrow account associated with [Property Address or Project Name]. As of [Insert Date], we have observed that the current balance is [Insert Balance], which is below the required minimum of [Insert Required Minimum].

Please address this matter promptly by depositing the necessary funds to restore your escrow account to the adequate level. This is essential to ensure that all obligations are met and to avoid any potential breaches of contract.

For your convenience, below is the information you need to deposit the funds:

- Total Required Amount: [Insert Amount]
- Account Name: [Insert Account Name]
- Account Number: [Insert Account Number]
- Bank Name: [Insert Bank Name]

If you have already sent the funds or if you believe there is an error in this notice, please contact us immediately at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]