

Notification of Escrow Shortfall

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a shortfall in your escrow account. As of [Insert Date], your account has a deficit of [Insert Amount]. This shortfall may affect your ability to cover upcoming payments for taxes and insurance.

To address this issue, we recommend the following steps:

- Review your current escrow account statements.
- Make an additional deposit of [Insert Amount] by [Insert Deadline] to cover the shortfall.
- If you have any questions or concerns, please contact us at [Insert Contact Information].

We appreciate your attention to this matter. Timely action will help maintain your account and ensure your payments are met without disruption.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]