

# Escrow Funding Gap Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a funding gap in the escrow account pertaining to [Project/Transaction Name]. As of [Insert Date], the current balance is insufficient to cover the required disbursement of [Insert Amount].

To rectify this situation, we kindly request that you deposit the necessary funds by [Insert Deadline Date]. This will ensure that all obligations are met and the transaction can proceed without delay.

Please find the detailed breakdown below:

- Current Escrow Balance: [Insert Amount]
- Required Amount: [Insert Amount]
- Funding Gap: [Insert Amount]

Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]