

Escrow Payment Shortfall Notice

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Address]
[Insert City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice regarding a shortfall in your escrow payment account associated with your mortgage loan number [Insert Loan Number]. Our records indicate that the current balance of your escrow account is [Insert Current Balance]. However, the required balance necessary to meet your upcoming property tax and insurance obligations is [Insert Required Balance].

As a result, there is a shortfall of [Insert Shortfall Amount]. We request that you deposit the necessary amount by [Insert Due Date] to ensure that your escrow account remains in good standing and to avoid any potential issues with your property taxes or insurance payments.

Please arrange the payment to [Insert Payment Instructions]. If you have any questions regarding this notice, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]