

Mortgage Account Escrow Shortage Update

Date: [Insert Date]

Dear [Borrower's Name],

We are writing to inform you about an important update regarding your mortgage account with us. Upon reviewing your escrow account, we have determined that there is a shortage in your escrow funds.

The details are as follows:

- Account Number: [Insert Account Number]
- Current Escrow Balance: [Insert Current Balance]
- Required Escrow Balance: [Insert Required Balance]
- Shortage Amount: [Insert Shortage Amount]

To resolve this shortage, you have the following options:

1. Make a one-time payment of the shortage amount.
2. Spread the shortage over the next [insert number] months, which will increase your monthly payment by [insert amount].

Please contact our office at [insert phone number] or respond to this letter to discuss your options or if you have any questions.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]