

Mortgage Escrow Account Underfunding Advisory

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about an underfunding situation regarding your mortgage escrow account. As of [Insert Date], we have reviewed your account and found that the current balance is insufficient to cover the upcoming property tax and insurance payments.

The shortfall amount is \$[Insert Amount]. To avoid any disruptions in your payments, we recommend that you deposit this amount by [Insert Due Date]. Failure to do so may lead to late fees or lapses in coverage.

If you have any questions regarding this matter or need further assistance, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]