

Mortgage Escrow Shortage Notification

Date: [Insert Date]

Borrower Name: [Insert Borrower Name]

Borrower Address: [Insert Borrower Address]

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

We are writing to inform you that an escrow shortage has been identified in your mortgage account. As part of our annual escrow analysis, we discovered that your escrow account has insufficient funds to cover your upcoming property taxes and insurance premiums.

The total shortage amount is: **#[Insert Shortage Amount]**

To rectify this shortage, you have the following options:

- Option 1: Pay the shortage in full by [Insert Due Date].
- Option 2: Increase your monthly escrow payment by [Insert Amount] effective [Insert Start Date].

Please choose an option and contact us by [Insert Deadline Date] to confirm how you would like to proceed. If you do not respond, we will automatically adjust your payment according to Option 2.

If you have any questions regarding this notification, please do not hesitate to contact our office at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]