

Notification of Mortgage Escrow Balance Shortage

Date: [Insert Date]

Dear [Borrower's Name],

We are writing to inform you about a shortage in your mortgage escrow account. Our records indicate that your current escrow balance is insufficient to cover upcoming property taxes and insurance premiums.

As a result, the shortage amount of **[\$[Insert Shortage Amount]]** will need to be addressed. You have options for resolving this shortage:

- Make a one-time payment to cover the deficit.
- Spread the shortage over the next [Insert Number] months in your monthly mortgage payment.

Please review your mortgage statement and payment options, and contact our office by [Insert Response Deadline] to discuss your preferred method of resolution.

Thank you for your prompt attention to this matter. If you have any questions, please do not hesitate to reach out to us.

Sincerely,

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