

Urgent Escrow Deficit Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an urgent deficit in your escrow account. As of [insert date], the current balance in your account is [insert amount], which is below the required minimum of [insert required amount]. This shortfall could potentially impact your financial obligations, including [mention any relevant payments, e.g., property taxes, insurance].

To rectify this situation, please deposit the necessary funds into your escrow account by [insert deadline date]. Failure to address this deficit may result in [mention potential consequences, e.g., penalties, legal action].

If you have any questions or require assistance in resolving this matter, please do not hesitate to contact our office at [insert phone number] or [insert email address].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]