

DATE: [Insert Date]

TO: [Insert Buyer Name(s)]

PROPERTY ADDRESS: [Insert Property Address]

FILE/ESCROW NUMBER: [Insert Number]

RE: URGENT: Demand for Additional Closing Funds Due to Escrow Shortfall

Dear [Insert Name],

In preparation for the scheduled closing of the above-referenced property, a final review of the closing disclosure and escrow account has been conducted. This review indicates an escrow shortfall in the amount of **#[Insert Amount]**.

This shortfall is the result of [Insert Reason, e.g., updated tax assessments / insurance premium adjustments / calculation error].

To ensure the closing proceeds as scheduled on [Insert Closing Date], we require the additional funds to be delivered no later than [Insert Time/Date]. Please provide these funds via the following method:

- **Wire Transfer:** [Insert Wiring Instructions]
- **Certified Check:** Payable to [Insert Entity Name]

Please note that failure to remit these funds may result in a delay of the closing or a breach of the purchase agreement.

If you have any questions regarding these figures, please contact [Insert Contact Name] immediately at [Insert Phone Number].

Sincerely,

[Your Name/Company Name]

[Your Title]