

Date: [Date]

Lender Name: [Lender Name]

Loan Number: [Loan Number]

Property Address: [Property Address]

Subject: Annual Escrow Account Reconciliation Notice

Dear [Borrower Name],

We have completed the annual review of your escrow account. This reconciliation ensures that enough funds are being collected to cover your property taxes and insurance premiums for the coming year.

Account Summary:

- Current Escrow Balance: \$[Amount]
- Total Projected Disbursements for Next Year: \$[Amount]
- Required Minimum Balance: \$[Amount]

Status of Your Account:

[Choose one: Your account is in good standing / Your account has a surplus of \$[Amount] / Your account has a shortage of \$[Amount]].

New Payment Details:

Based on this analysis, your monthly mortgage payment will be adjusted as follows, effective [Date]:

- Principal and Interest: \$[Amount]
- Escrow Contribution: \$[Amount]
- **Total New Monthly Payment: \$[Amount]**

Action Required:

[Insert instructions regarding surplus refunds or shortage repayment options here].

If you have any questions regarding this statement, please contact our Customer Service Department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Name/Department]

[Company Name]