

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Borrower Name]
[Co-Borrower Name]
[Mailing Address]
[City, State, Zip Code]

RE: Notice of Escrow Account Surplus

Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Borrower Name],

We recently completed an annual analysis of your escrow account. This analysis is conducted to ensure that sufficient funds are collected to pay your property taxes and insurance premiums as they become due.

Based on our review, your escrow account currently has a surplus of **[\$[Surplus Amount]]**. This surplus exists because the actual disbursements for taxes and insurance were lower than the estimated amounts previously collected.

Refund Information:

- A check for the surplus amount of **[\$[Surplus Amount]]** is enclosed with this letter.
- Or: A credit for the surplus amount will be applied to your account on **[Date]**.

Please note that your monthly mortgage payment may also be adjusted starting **[Date]** due to the updated projections for your tax and insurance obligations. Your new monthly payment will be **[New Payment Amount]**.

Enclosed you will find a copy of your Escrow Account Disclosure Statement, which provides a detailed breakdown of the past year's activity and the projections for the coming year.

If you have any questions regarding this refund or your escrow account, please contact our Customer Service Department at **[Phone Number]** during our business hours of **[Hours of Operation]**.

Sincerely,

[Sender Name/Department Name]
[Company Name]

Enclosure: [Check Number / Escrow Statement]