

[Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

Subject: Notice of Change in Escrow Account Payment

Dear [Borrower Name],

We are writing to inform you of a change to your monthly mortgage payment due to a recent analysis of your escrow account. This analysis is conducted annually to ensure sufficient funds are available to pay for your property taxes and insurance premiums.

Escrow Analysis Summary:

- Current Monthly Escrow Payment: \$[Amount]
- New Monthly Escrow Payment: \$[Amount]
- Current Total Monthly Payment: \$[Amount]
- **New Total Monthly Payment: \$[Amount]**

Reason for Change:

The adjustment is based on [select one: an increase/a decrease] in your [Property Taxes/Homeowners Insurance/Mortgage Insurance].

Effective Date:

Your new monthly payment amount will go into effect on [Date]. Please update your records and adjust any automated bill payments accordingly.

[If applicable: **Escrow Shortage/Overage:**

Your account currently has a [shortage/surplus] of \$[Amount]. (Provide instructions on how to pay the shortage or how the surplus will be refunded/applied.)

If you have any questions regarding this adjustment, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Sender Name/Company Name]
[Department]
[Contact Information]