

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Mortgage Lender or Servicing Company Name]
[Escrow Department Address]
[City, State, Zip Code]

RE: Authorization for Disbursement of Escrow Funds

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

To Whom It May Concern,

I am writing to formally authorize [Mortgage Lender/Servicing Company Name] to disburse funds from my escrow account for the purpose of paying my annual property insurance premium.

Please issue payment to the insurance provider listed below:

- **Insurance Company Name:** [Insurance Company Name]
- **Policy Number:** [Policy Number]
- **Premium Amount:** \$[Amount]
- **Payment Due Date:** [Date]

I understand that these funds will be deducted from my current escrow balance. If there is a shortage in the account to cover this disbursement, please notify me immediately at [Your Phone Number].

Please confirm once the payment has been processed. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]