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

[Date]

[Mortgage Servicer Name]
[Escrow Department Address]
[City, State, Zip Code]

RE: Notice of Unpaid Homeowners Insurance Premium
Mortgage Account Number: [Your Account Number]
Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally notify you of a failure to disburse funds from my escrow account for my homeowners insurance premium. My insurance policy is currently at risk of cancellation due to non-payment.

According to my records, the following premium remains unpaid:

- **Insurance Company:** [Insurance Provider Name]
- **Policy Number:** [Policy Number]
- **Premium Amount:** $[Amount Due]
- **Due Date:** [Date Premium Was Due]

As my mortgage servicer, you are responsible for making timely payments from my escrow account. I have confirmed that there are sufficient funds in the account to cover this expense. Attached is a copy of the renewal notice/invoice provided by the insurance company.

Please process this payment immediately to prevent a lapse in coverage. Additionally, I request that you waive any late fees incurred and provide written confirmation once the payment has been issued.

I look forward to your prompt resolution of this matter. Please contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]