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

[Date]

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

Subject: Resolution of Homeowners Insurance Escrow Payment Lapse

To the Escrow Department,

I am writing regarding a recent notice I received concerning a lapse in the homeowners insurance payment for the property located at [Property Address].

It has come to my attention that the premium for [Insurance Company Name], Policy Number [Policy Number], was not paid through my escrow account by the required due date of [Due Date].

To resolve this matter immediately, I have enclosed the following documentation:

- A copy of the current insurance policy declarations page.
- The renewal invoice/billing statement showing the amount due.
- [Optional: Proof of payment if you paid out-of-pocket to avoid cancellation].

Please update your records and issue the necessary payment to the insurance provider at once to ensure continuous coverage and to avoid the placement of expensive force-placed insurance.

If you have already processed this payment or require further information, please contact me immediately at [Phone Number]. Please provide written confirmation once this issue has been resolved.

Sincerely,

[Your Signature]

[Your Printed Name]