Date: [Current Date]

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

RE: FIRST REMINDER - Notice of Escrow Account Shortage
Loan Number: [Loan Number]

Dear [Borrower Name],

We are writing to remind you that a recent review of your escrow account indicates a shortage due to an increase in your Homeowners Insurance premium. This reminder follows the Escrow Analysis Statement sent to you on [Date of Original Statement].

To ensure your account remains current and your insurance coverage is maintained, you must address the shortage of **$[Shortage Amount]**.

You have the following options to resolve this shortage:

- **Pay in Full:** You may make a one-time payment of $[Shortage Amount] by [Due Date] to prevent an increase in your monthly mortgage payment.
- **Spread Payments:** You may choose to spread the shortage amount over the next 12 months. This will increase your monthly mortgage payment from $[Old Payment] to $[New Payment], effective [Start Date].

If you have already sent your payment or adjusted your monthly draft, please disregard this notice.

If you have questions regarding this change or believe there is an error with your insurance premium data, please contact our Escrow Department at [Phone Number] or visit [Website/Portal].

Sincerely,

[Lender Name]
[Department Name]