[Date]

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

Subject: Reminder - Escrow Account Shortage Regarding Homeowners Insurance

Dear [Borrower Name],

We are writing to remind you regarding the recent analysis of your mortgage escrow account. Due to an increase in your homeowners insurance premiums, your escrow account currently has a shortage of $[Amount].

To ensure your account remains in good standing and your insurance coverage continues without interruption, please choose one of the following options:

- **Pay the full shortage:** A one-time payment of $[Amount] by [Date].
- **Spread the shortage:** Increase your monthly mortgage payment by $[Amount] for the next [Number] months.

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

If you have any questions or wish to discuss payment arrangements, please contact our Escrow Department at [Phone Number] or [Email Address].

Sincerely,

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