

SAMPLE LETTER FOR RESERVE FOR REPLACEMENT

(INSERT DATE)

U.S. Department of Housing and Urban Development  
Jacob K. Javits Federal Building  
26 Federal Plaza  
New York, NY 10278-0068

To Whom It May Concern:

\_\_\_\_\_ (Mortgagor) maintains Account No. \_\_\_\_\_,  
a \_\_\_\_\_ % Account Entitled Replacement Reserve Account at this office of  
\_\_\_\_\_. The balance as of \_\_\_\_\_, 20\_\_ is \$ \_\_\_\_\_.\*  
\_\_\_\_\_ Bank will not release funds from this account without written  
consent of a duly authorized agent of the United States Department of Housing and Urban  
Development.

Sincerely,

\_\_\_\_\_  
(Title of Bank Officer)

\* The sum of \$ \_\_\_\_\_ includes \$ \_\_\_\_\_ of unexpended Project  
Contingency Fund (or whatever other funds are required by the HUD clearance for closing letter.

\_\_\_\_\_  
Bank Controller