

# Credit Repayment Oversight Explanation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to explain the recent oversight regarding my credit repayment for account number [Account Number]. I understand the importance of making timely payments and would like to provide some context for the missed payment on [Due Date].

Unfortunately, [briefly explain the reason for the oversight, e.g., unexpected medical expenses, job loss, etc.]. This situation led to my inability to make the payment on time.

I have since taken steps to resolve the issue by [mention any actions taken, e.g., setting up automatic payments, creating a budget, etc.]. I have made the payment in full on [Payment Date] and am committed to ensuring that this does not happen again in the future.

I appreciate your understanding and support during this time. Please let me know if there's anything further I need to do on my part to rectify this situation.

Thank you for your attention to this matter. I look forward to your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]