

Letter of Justification for Re-Aging Overdue Account

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Re-Aging Overdue Account

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the re-aging of my overdue account, account number [Account Number], due to [specific reasons such as financial hardship, medical emergencies, etc.].

Currently, my account shows an overdue balance of [amount], which was incurred on [date]. Due to unforeseen circumstances, I struggled to manage my payments and fell behind. [Briefly explain the reason for the overdue situation, e.g., job loss, medical issues, etc.].

As of now, I have taken necessary steps to rectify my financial situation, including [mention any steps taken, like getting a new job, budgeting, etc.]. I am committed to meeting my obligations moving forward and am requesting that my account be re-aged to reflect this change.

Thank you for your understanding and consideration. Please feel free to contact me at [your phone number] or [your email address] to discuss this matter further.

Sincerely,

[Your Name]