

Notification of Partial Loan Payment Delay

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Loan Officer's Name]

[Bank/Loan Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Loan Officer's Name],

I am writing to formally notify you that I am unable to make the full loan payment due on [Due Date] for loan account number [Loan Account Number]. Due to unforeseen circumstances, I am only able to make a partial payment of [Partial Payment Amount].

I understand the importance of timely payments and assure you that I am committed to resolving this matter as quickly as possible. I expect to be able to make the full payment by [Date of Full Payment].

Please let me know if there are any penalties or procedures I should follow regarding this delay. I appreciate your understanding and support during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]