

Missed Auto Loan Payment Acknowledgment

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

Dear [Lender's Name],

I am writing to formally acknowledge the missed payment on my auto loan account number [Account Number] for the due date [Due Date]. I understand the importance of maintaining timely payments and sincerely apologize for this oversight.

The delay was due to [brief explanation of the reason, e.g., unforeseen medical expenses, loss of income, etc.]. I assure you this was an isolated incident and not reflective of my usual payment behavior.

To rectify this situation, I propose the following solution: [Outline proposed solution, e.g., making the missed payment by [new payment date], adjusting my payment schedule, etc.]. I am committed to fulfilling my obligations and would appreciate your understanding in this matter.

Thank you for your consideration. I look forward to your response and hope to resolve this matter amicably.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]