

# Letter of Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to explain the delay in my recent auto loan payment due on [due date]. Unfortunately, I encountered [briefly explain the reason, e.g., unexpected medical expenses, job loss, etc.], which significantly impacted my financial situation.

Despite my best efforts, I was unable to make the payment on time. I understand the importance of fulfilling my financial obligations and have taken steps to ensure this will not become a recurring issue.

I have since secured [mention any steps taken, like a new job or support], and I am committed to catching up on my payments. I plan to make the overdue payment by [insert date].

Thank you for your understanding and consideration. I appreciate your support during this time. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]