

Subject: Explanation for Missed Loan Payment

Dear [Lender's Name],

I hope this message finds you well. I am writing to explain the circumstances that led to my recent missed loan payment due on [Payment Due Date].

Unfortunately, due to [brief explanation of the reason, e.g., unexpected medical expenses, job loss, etc.], I was unable to make my payment on time. I take my financial obligations seriously, and this incident was unforeseen.

I have since taken steps to rectify my situation, including [mention any actions taken, e.g., securing a new job, setting up a budget, etc.]. I would like to request [mention any requested solution, e.g., a grace period, extension, etc.], which will aid me in fulfilling my financial commitment moving forward.

Thank you for your understanding and consideration. I hope to resolve this matter promptly and continue our positive relationship.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]

[Loan Account Number]