Loan Payment Delay Notification

Date: [Insert Date]

To,

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Delay in Loan Payment Due to Vehicle Breakdown

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally inform you about an unexpected situation that has arisen, causing a delay in my upcoming loan payment due on [Insert Due Date].

Unfortunately, my vehicle broke down on [Insert Breakdown Date], which has resulted in significant unforeseen expenses and impacted my current financial situation. I am actively working to resolve this issue but, as a result, I am unable to make the scheduled payment of [Insert Payment Amount] on time.

I kindly request your understanding and support during this challenging time. I propose to delay my payment until [Insert Proposed New Payment Date], by which time I anticipate that my financial situation will have improved. I assure you that this is a temporary setback, and I am committed to fulfilling my obligations.

Thank you for considering my request. I appreciate your understanding and support. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or wish to discuss this matter directly.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]