

Loan Payment Delay Notification

Date: [Insert Date]

To: [Lender's Name]

Loan Account Number: [Insert Account Number]

Subject: Notification of Loan Payment Delay

Dear [Lender's Name],

I hope this message finds you well. I am writing to inform you of a delay in my loan payments due to unforeseen circumstances related to my employment. Unfortunately, I lost my job on [Insert Date], which has significantly affected my financial situation.

As a result, I am unable to make the upcoming payment due on [Insert Due Date]. I understand the importance of fulfilling my obligations and am committed to resolving this matter as soon as possible. I am actively seeking new employment and hope to secure a position within the coming weeks.

I kindly request your understanding and support during this difficult time. If possible, I would appreciate any flexibility with my payment schedule or information on any available options to defer my payment without penalties.

Thank you for your attention to this matter. I look forward to your understanding and assistance. Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]