

# Loan Payment Delay Notification

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to inform you about a temporary delay in my loan payment scheduled for [Insert Payment Date]. Due to unforeseen childcare issues, I am unable to meet my financial obligations at this time.

Despite my best efforts to arrange alternative care, I have encountered unexpected challenges that have impacted my ability to manage my finances accordingly. I deeply value my relationship with your institution and am committed to fulfilling my obligations.

I kindly request an extension for the loan payment due on [Insert Payment Date]. I anticipate being able to make the payment by [Insert New Payment Date]. I appreciate your understanding and support during this challenging time.

Thank you for your attention to this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]