

Letter of Clarification for Missed Loan Payment

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally address the missed payment on my loan account [Loan Account Number] due on [Due Date]. I sincerely apologize for this oversight and wish to provide clarification regarding the circumstances that led to this situation.

Due to [briefly explain the reason, e.g., unforeseen medical expenses, temporary loss of income, etc.], I encountered financial difficulties that prevented me from making the payment on time. I take my financial obligations seriously and assure you that this is not indicative of my usual payment behavior.

I am taking steps to rectify this issue by [explain your plan to make payment or catch up on missed payments, e.g., making a partial payment, setting up a payment plan, etc.]. I kindly request your understanding and assistance as I navigate through this situation.

Please let me know if there are forms or processes I need to complete to facilitate this matter. I am committed to ensuring that my account remains in good standing and appreciate your support in this regard.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]