

# Loan Payment Explanation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally explain the reason for my missed loan payment that was due on [insert due date]. Unfortunately, I encountered unforeseen circumstances that impacted my financial situation.

[Briefly explain the unforeseen circumstance, e.g., unexpected medical expenses, job loss, etc. Include any relevant details that support your explanation.]

I understand the importance of meeting my payment obligations and regret any inconvenience this may have caused. I am currently working on resolving my situation and am committed to bringing my account current as soon as possible. I kindly ask for your understanding during this challenging time.

Please let me know if we can discuss any potential arrangements or options available for my situation. I appreciate your consideration and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]