

Letter of Explanation for Missed Loan Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name or Loan Officer's Title],

I hope this message finds you well. I am writing to explain my recent missed loan payment due on [Insert Due Date]. Unfortunately, I faced an unexpected job loss on [Insert Job Loss Date], which significantly impacted my financial situation.

Despite my best efforts to find new employment, I struggled to make timely payments. I understand the importance of maintaining my commitments and deeply regret any issues this may have caused. I am actively seeking new job opportunities and am optimistic about securing a position soon.

I value my relationship with [Lender's Name] and am committed to fulfilling my loan obligations. I kindly request your understanding and support during this challenging period. I plan to make the missed payment by [Insert Payment Date] and will ensure future payments are made on time.

Thank you for your understanding. Please feel free to contact me if you require any further information or documentation regarding my situation.

Sincerely,

[Your Name]