Date:

To

[The Recipient]  
[Address]

Re. Letter of explanation on Late Payments for the Installment of Car Loan for the Month of July 20XX

Dear Sir,

I am Jennifer Hazel, a client of your bank since 2016. I have been an account holder in your bank since 2016 and I was declared one of the loyal customers of the bank in its 2020 nominations. My account no. is [X] and the title is Jennifer Hazel J.

I intend to explain your query through this letter as I have been asked to submit an LOE for the late payment of my car loan installment for the month of July 2021. I applied for a car loan in your bank in April 2019. Since April 2019, I have never missed any of the installments. I always paid my credit bills and installments strictly in time. I could not pay the installment for July 2021 because of some unavoidable circumstances in my family. There was a sudden death in my family for which I had to give away all my savings and money I spared for the payment of my car loan installment.

I tried my best to pay for the due amount but it became strenuously difficult for me to meet my monthly expenses. Therefore, I skipped one installment and applied for the installment editing and renewal of the CLI plan as it would not be easy for me to pay two installments simultaneously next month.

I vow that I shall try to not skip any installment in the future. I have decided to spare more amount from my expense to corroborate avoiding any such happening. I shall be grateful if you renew my CLI and remake my profile in this regard. I have attached copies of the important documentation required for this. Thank you.

Regards

Jennifer Hazel  
91-D Hector C Sector 11 Ad.  
Boston, CA, USA