

Letter of Explanation For Late Payments

John Doe

123 Maple Street

Anytown, CA 90210

john.doe@example.com

April 23, 2024

Ms. Jane Smith

Account Manager

Credit Solutions

456 Finance Ave.

Anytown, CA 90210

Dear Ms. Smith,

I am writing to explain the circumstances behind the late payments noted on my account for the months of February and March 2024. I understand the importance of maintaining timely payments and regret any inconvenience my delay may have caused.

Reason for Late Payments:

In January 2024, I encountered an unexpected medical emergency, which required significant out-of-pocket expenses not covered by my insurance. This unforeseen financial burden impacted my ability to meet my financial obligations on time.

Steps Taken to Rectify the Situation:

I have since adjusted my budget to prioritize debt payments and have set up automatic payments to ensure this situation does not recur. I have also attached documentation from my healthcare provider to verify my medical expenses during this period.

Current Status:

As of April 2024, I have resumed regular payments and have cleared all past due balances. I am committed to maintaining a good standing with your organization and ensuring timely payments moving forward.

I kindly request your understanding and ask if it might be possible to consider removing the record of these late payments from my credit history, considering my previous good standing and the unusual nature of this temporary setback.

Thank you for your attention to this matter and for your understanding. Please feel free to contact me at (123) 456-7890 or via email at john.doe@example.com should you need further details or wish to discuss this matter personally.

Sincerely,

John Doe