5th Feb, 20XX

Name of the company,

Dear ABC,

I am writing this letter to let you know that due to some reasons, I have to commute long distance for 5 to 6 hours. I don’t have any personal conveyance and the timing of the public transport does not suit me. Due to this, I am compelled to rent a taxi which charges me around [X]$. I am unable to pay such a huge amount and I have no other option.

I applied for the loan of [X]$ and I have been asked by the bank to explain. This is the reason; I am writing you the explanation letter.

I hope that you will understand the problem I am going through and will loan me the needed amount. My credit history meets your eligibility criteria. For proof, enclosed is my bank statement. In case you have any query, you can contact me on my number.

Regards,

Name of the sender