Date

Name of the recipient

Address of recipient

Name of sender

Address of sender

Subject: letter of explanation for late payment

Dear ABC,

I am in the need to write this letter because I want to explain why my payment got late on my mortgage. I am also explaining the reason for late payment to all other creditors.

Two months back, my company was shrinking and therefore, I was laid off. I was deeply depressed in all those circumstances and couldn't inform anyone about it. I know that it causes inconvenience to creditors but I had no other option but to delay the payment.

I am in the habit of making every payment on time. There has never been a delay from my side. I assure you that you will never have to wait for the delayed payment.

My creditors are satisfied with me because I have cleared all the payments. Additionally, the delay was only for two months. I hope that my explanation letter is in a better position to tell you the exact situation.

Yours sincerely,

Signatures of the sender