Date: 6/8/13

Subject: [explanation letter for EMI delay]

To,

The bank manager,  
ABC bank.

Dear Sir,

I would like to put this letter as explanation to your kind notice that presently I am dealing with huge financial crisis as I have lost my last job due to some specific reason. Right now I am entirely jobless and in this situation I am really helpless and unable to pay back the monthly EMI for the loan I had taken from your bank last year for my car. I am trying hard to get another job and make the situation normal as soon as possible. But you know in this recession it is tough to get another job on short period of time.

 It does not need anything to say as you know me very well and I hope you can recognize that I have a very good history for my paying bills. I was never late in my payment. I will pay everything I owe but now all I can ask for is little bit co operation with me so I can overcome the situation real soon.I hope this situation is temporary and will last long in the future and I hope you to cooperate a bit so you can provide me a plan with minimal payment or no payment for next few months. I know you have some plan of repayment in your account and hope if you consider my problem and handle this with iron hand that will be real grateful.

Thanking you.

Your sincerely

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Vincent Cooper