

# Apology Letter for Late Loan Repayment with Interest Reduction Request

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Lender's Name]  
[Lender's Position, if known]  
[Bank/Financial Institution Name]  
[Address]  
[City, State, ZIP Code]

Subject: Apology for Late Loan Repayment and Request for Interest Reduction

Dear [Lender's Name],

I am writing to sincerely apologize for the delayed payment on my loan account [Loan Account Number]. Due to unforeseen circumstances, I was unable to make the scheduled payments on time. Specifically, [briefly explain the reason for delay, e.g., loss of employment, medical emergency, etc.]. I understand the importance of fulfilling my financial obligations and deeply regret any inconvenience this may have caused.

I take full responsibility for the delay and wish to assure you that I am now in a position to resume regular payments. I have already made arrangements to settle the outstanding installments and am committed to preventing such delays in the future.

In light of my sincere efforts and improved financial situation, I kindly request you to consider a reduction in the accrued interest or waiver for the late payment charges, if possible. This adjustment would greatly assist me in managing my repayment and enable me to continue honoring my obligations without further difficulties.

Thank you for your understanding and consideration of my request. I look forward to your favorable response and am happy to provide any further information if required.

Yours sincerely,  
[Your Name]