

Date: [Insert Date]

To,  
[Lender's Name]  
[Lender's Company/Institution Name]  
[Lender's Address]

**Subject: Apology for Late Loan Payment and Submission of Repayment Plan**

Dear [Lender's Name],

I am writing to sincerely apologize for the delay in making my recent loan payment under account number [Loan Account Number]. I understand the importance of meeting all financial obligations in a timely manner, and I regret any inconvenience or concern my late payment may have caused.

The delay resulted from [briefly explain reason, e.g. unforeseen financial difficulties, medical emergencies, etc.], which temporarily impacted my ability to make payments on time. Please be assured that resolving this matter is my utmost priority, and I am fully committed to rectifying the situation.

To demonstrate my commitment, I have prepared the following detailed repayment plan to address my overdue balance and continue regular payments moving forward:

Payment Date	Amount	Purpose
[Insert Date 1]	[Insert Amount 1]	Missed Payment for [Month/Installment #]
[Insert Date 2]	[Insert Amount 2]	Missed Payment for [Month/Installment #]
[Insert Date 3]	[Insert Amount 3]	Resumption of Regular Payment

I kindly request your understanding and continued support as I work through this repayment schedule. I am confident that with this plan in place, I will be able to bring my account current and maintain punctual payments henceforth.

Please let me know if you require any additional information or documentation regarding my situation or proposed repayment plan. I sincerely appreciate your patience and understanding, and I assure you of my best efforts to prevent such issues from arising in the future.

Thank you very much for your consideration.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]