

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

Subject: Explanation of Income Loss

Dear [Bank Manager's Name or Loan Officer's Name],
I hope this letter finds you well.

I am writing to formally explain my recent income loss, which may affect my financial obligations with [Bank Name]. Due to [briefly explain the reason for your income loss, e.g., unforeseen circumstances, job loss, medical issues, etc.], I have experienced a significant decrease in my earnings.

As a result, I have encountered difficulty in meeting my financial commitments, including my [mention specific obligations, e.g., mortgage payments, loan repayments, etc.]. I am actively taking steps to improve my situation by [mention any actions you are taking, e.g., seeking new employment, reducing expenses, etc.].

I kindly request your understanding and support during this challenging time. If possible, I would appreciate discussing potential options, such as [mention any specific requests, e.g., loan restructuring, payment deferral, etc.].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Account Number, if applicable]