
Your Name

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

4th September 20XX

Ronny Reader

Company Name
123 Address St
Anytown, ST 12345

Dear COMPANY NAME Underwriter,

I'm providing this letter due to the DEBT/FINANCIAL SITUATION from DATES.

This situation came about due to EXPLAIN THE SITUATION.

I plan to resolve it by EXPLAIN YOUR RESOLUTION.

Despite this financial setback, I am a great candidate for a loan because of my experience. I know I won't repeat the same mistakes again, and I will value a loan approval more than a candidate without negative financial remarks on their record. Take this into consideration as you review the rest of my financial details. Thank you for your time and effort.

Sincerely,

YOUR NAME