[Your full name]
[Your address]
[Date]

To: [Lender or broker name]

Re: Explanation of [missed payments / a default] on my credit file
Application reference: [if you have one]

I am writing to explain the following entry on my credit file:

Account: [type of account and provider]
Dates affected: [month and year to month and year]
Amount: £[amount]
Current status: [up to date / settled on DD/MM/YYYY / still repaying]

What happened: [Two or three factual sentences, for example a job loss, illness or separation, with dates.]

What has changed: [What is different now, for example new employment since DD/MM/YYYY.]

Payments since: [For example, all credit commitments paid on time since MM/YYYY.]

I can provide the following evidence: [list, for example a P45, employer letter or statements].

Everything in this letter is true to the best of my knowledge.

Signed: _____
Full name: [Your full name]
Date: [DD/MM/YYYY]

Online version and guidance: https://mortgageexplained.co.uk/checklists/missed-payments-explanation-letter-template/

MortgageExplained.co.uk · Owned and operated by Muswell Rose Consulting Limited (company 15269776).
This is information, not advice. A regulated mortgage broker can advise you; we do not.