

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

[Date]

To Whom It May Concern:

I am writing to provide context for the credit issues that occurred between [start date] and [end date] due to unexpected unemployment.

In [month/year], I was [laid off/company downsized/position eliminated] from my role as [job title] at [Company Name], where I had been employed for [number] years. This was due to [company restructuring/economic conditions/industry changes] and was completely unexpected.

Despite immediately filing for unemployment benefits and actively seeking new employment, I experienced a [XX%] reduction in income for [timeframe]. During this period, I prioritized essential expenses such as housing and utilities, which unfortunately resulted in [late payments/missed payments/accounts going to collections] on [specific accounts].

Throughout this period, I:

- Contacted creditors to explain my situation and request forbearance
- Applied for unemployment benefits and received \$[amount] per [week/month]
- Took on [freelance work/part-time employment] to supplement income
- Reduced expenses and created a strict budget

In [month/year], I secured employment as [job title] at [Company Name], earning \$[amount] annually. Since returning to stable employment, I have:

- Brought all accounts current
- [Paid off delinquent debts/Established payment plans]
- Maintained perfect payment history for [number] consecutive months
- Rebuilt my emergency fund to \$[amount]

My employment is stable with [additional context: tenure, industry, advancement opportunities]. My current debt-to-income ratio is [XX%], and I have demonstrated consistent financial management since regaining employment.

This period of unemployment was a temporary hardship, and my credit history both before and after reflects my commitment to meeting financial obligations.

Thank you for considering this explanation.

Sincerely,

[Your Signature]

[Your Printed Name]