

Apology for Partial Rent Payment

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

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally apologize for the partial rent payment for the month of [Month, Year]. Due to unforeseen circumstances, I was unable to pay the full rent amount of [Total Rent Amount]. I understand the importance of timely payments and I regret any inconvenience this may have caused you.

Please rest assured that I am actively working to resolve this situation, and I anticipate being able to pay the remaining balance of [Remaining Amount] by [Expected Payment Date]. I appreciate your understanding and patience during this challenging time.

Thank you for your consideration. If you have any questions or wish to discuss this matter further, please feel free to reach out to me at your convenience.

Sincerely,
[Your Name]