

Apology for Rent Underpayment

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent underpayment of my rent for the month of [Insert Month]. Due to [brief explanation of the reason for underpayment], I was unable to pay the full amount on time.

I take full responsibility for this oversight and deeply regret any inconvenience it may have caused you. I assure you that this was not my intention, and I am committed to resolving this matter promptly.

To rectify the situation, I plan to make the payment of the outstanding balance of [\$ Amount] by [Insert Date]. I appreciate your understanding and patience as I work to resolve this issue.

Thank you for your understanding, and I apologize once again for the inconvenience caused. Please feel free to reach out to me if you have any questions or concerns.

Sincerely,

[Your Name]

Address: [Your Address]

Contact: [Your Phone Number]