

[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 inform you about some temporary financial difficulties I am currently facing that may affect my ability to pay rent on time.

Due to [briefly explain the reason, e.g., unexpected medical expenses, job loss, etc.], I have temporarily found myself in a challenging situation. I want to assure you that I am taking all necessary steps to rectify this issue as soon as possible.

I sincerely apologize for any inconvenience this may cause and kindly ask for your understanding during this period. I would greatly appreciate it if we could discuss a possible payment arrangement or a short extension for the upcoming rent payment.

Thank you for your understanding. I value your support and am committed to fulfilling my obligations as a tenant. I look forward to your response.

Sincerely,  
[Your Name]