

Payment Extension Request for Lease Obligations

Date: [Insert Date]

To: [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 request an extension on the upcoming rental payment due for [Property Address]. Due to [briefly explain your situation, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the payment deadline of [original payment date].

I kindly ask for your understanding and support in allowing an extension of [number of days/weeks] to complete this payment. I anticipate being able to fulfill this obligation by [new proposed payment date].

I appreciate your consideration of my request and hope to resolve this matter amicably. Please let me know if you require any additional information or have any conditions for granting this extension.

Thank you for your understanding.

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