

# Subject: Request for Waiver of Late Rent Fees

Dear [Landlord's Name],

I hope this message finds you well. I am writing to discuss my recent late rent payment for the month of [Month/Year]. Due to [brief explanation of the circumstances, e.g., unexpected medical expenses], I was unable to meet the payment deadline.

In light of this situation, I kindly request your consideration in waiving the late fee associated with my rent. I value our tenancy agreement and would like to propose a reasonable payment plan to settle my outstanding balance. I propose the following payment schedule:

- Payment 1: \$[Amount] by [Date]
- Payment 2: \$[Amount] by [Date]
- Payment 3: \$[Amount] by [Date]

Thank you for considering my request. I appreciate your understanding during this time and look forward to your favorable response.

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