

Date: [Insert 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 request a waiver for the late rent fee associated with my rental payment due on [Insert Due Date]. Unfortunately, I am experiencing financial hardship due to [briefly explain the reason, e.g., job loss, medical expenses].

Despite my efforts to manage my finances, I was unable to make the payment on time. I have [mention any steps you are taking to resolve the issue, such as job searching or receiving assistance]. I sincerely appreciate your understanding during this challenging time.

I kindly request that you consider waiving the late fee for this month. As a responsible tenant, I value our landlord-tenant relationship and am committed to making my payments on time moving forward.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you need any further information to process this request.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]