

Request for Late Rent Fee Waiver

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 fee associated with my rent payment due on [Insert Due Date]. I understand that the rent was not received by the due date; however, I am currently in the process of obtaining rental assistance, which I believe will cover my outstanding rent.

Due to [brief explanation of circumstances, e.g., temporary job loss, medical emergency], I have experienced a delay in my ability to make timely payments. However, I am taking the necessary steps to rectify the situation and ensure future payments are made on time.

Given these circumstances, I kindly ask for your consideration in waiving the late fee for this occurrence. I appreciate your understanding and support during this challenging time.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]