

Rent Payment Installment Assistance Offer

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are reaching out to discuss an option that may assist you in managing your rent payments for the upcoming months.

Due to the ongoing challenges in our community, we understand that some residents may face difficulties in making their full rent payments on time. To help alleviate this burden, we are pleased to offer you a rent payment installment assistance program.

Under this program, you may be eligible to pay your rent in installments over a specified period, rather than in a single payment. This can provide you with greater flexibility and ease during these challenging times.

If you are interested in this assistance, please respond to this letter by [insert response deadline] or reach out to our office at [insert contact information]. We will be happy to discuss the details and eligibility requirements with you.

Thank you for your attention to this matter. We are here to support you and look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]