

# Delayed Payment Notice

Date: [Insert Date]

To,

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you of a delay in the payment of my rent due for this month. The amount of [Insert Amount] was due on [Insert Due Date], and I apologize for any inconvenience this may cause.

Due to [briefly explain reason for delay, e.g., unforeseen circumstances, temporary financial difficulties], I am unable to meet the payment on time. I am working diligently to resolve this issue and expect to make the payment by [Insert New Payment Date].

Thank you for your understanding and patience in this matter. If you have any questions, please do not hesitate to reach out to me.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]