

Payment Extension Proposal for Rent Dues

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 formally request a payment extension for my rent due on [Insert Due Date]. Due to [briefly explain reason: e.g., unexpected financial hardships, job loss, medical expenses], I am currently facing difficulty in making the full payment on time.

I value my tenancy and am committed to fulfilling my obligations. I would greatly appreciate your understanding and support during this challenging time. I kindly propose an extension until [Insert New Proposed Due Date] to settle the outstanding rent dues.

Thank you for considering my request. I am willing to discuss this matter further and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]