

Payment Extension Request for Rent Payment

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 an extension for my upcoming rent payment due on [insert due date]. Due to [briefly explain your reason, e.g., unforeseen circumstances or financial difficulties], I am unable to make the payment on time.

I kindly ask for an extension of [insert number of days/weeks you need] to arrange for the payment. I assure you that I am committed to fulfilling my rental obligations and will ensure that the payment is made by [insert new proposed date].

Thank you for considering my request. I appreciate your understanding and support during this time. Please let me know if we can discuss this further or if you require any additional information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]