

Dear [Landlord's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in my rent payment for the month of [Month].

Due to [brief explanation of reason for delay], I was unable to meet the deadline. I understand the importance of timely payments, and I am truly sorry for any inconvenience this may have caused you.

I have already taken the necessary steps to ensure that this does not happen again in the future. The payment of [\$Amount] is being processed and should reach you by [Date].

Thank you for your understanding and patience in this matter. I appreciate your support and trust in me as a tenant.

Sincerely,
[Your Name]
[Your Address]
[Your Contact Information]