

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Clarification Regarding Late Payment

Dear [Landlord's Name],

I hope this message finds you well. I am writing to clarify the recent late payment of my rent for the month of [Month/Year]. I understand the importance of timely payments and would like to provide an explanation for the delay.

Due to [briefly explain reason, e.g., unforeseen financial circumstances, medical expenses, etc.], I faced difficulty in making my payment by the due date. I have since taken steps to ensure that this situation does not recur in the future.

I sincerely apologize for any inconvenience this may have caused and assure you that I am committed to fulfilling my rental obligations moving forward. I have made the payment of [amount] on [payment date] and expect to remain on track with future payments.

If there are any fees or additional charges associated with this late payment, please let me know so I can address them promptly.

Thank you for your understanding. Please feel free to contact me if you have any questions or wish to discuss this matter further.

Warm regards,

[Your Name]