

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 a grace period for my upcoming rent submission due on [due date]. Due to [brief reason for the request, e.g., unexpected financial hardship, temporary loss of income], I am unable to make the payment by the scheduled date.

Understanding the importance of timely rent payments, I am requesting a grace period of [number of days]. This time will allow me to secure the necessary funds to fulfill my obligation. I am committed to making my payment by [new payment date].

I appreciate your understanding and support during this challenging time. Please let me know if we can discuss this further or if there are any forms I need to complete.

Thank you for your consideration.

Sincerely,

[Your Name]