

[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 an extension for my upcoming rent payment due on [Due Date]. Due to [specific reason, e.g., unforeseen circumstances], I am currently unable to meet the payment as scheduled.

In light of this, I kindly ask for an additional [number of days/weeks] to complete the payment. I assure you that I am committed to fulfilling my obligations and will ensure that the payment is made by [Proposed New Payment Date].

Thank you for considering my request. I appreciate your understanding and support during this time. Please feel free to reach out if you would like to discuss this matter further.

Sincerely,  
[Your Name]