

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Subject: Notification of Late Rent Payment and Extension Request

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you that I am unable to make my rent payment for the month of [Insert Month] by the due date of [Insert Due Date]. Unfortunately, I have encountered some personal circumstances that have led to this delay.

I sincerely apologize for any inconvenience this may cause and assure you that this situation is temporary. I am in the process of resolving these issues, and I expect to have the funds available by [Insert New Proposed Payment Date].

In light of this, I kindly request an extension for my rent payment. I appreciate your understanding and support during this challenging time, and I assure you that I am committed to fulfilling my financial obligations.

Thank you for considering my request. I look forward to your favorable response.

Warm regards,

[Your Name]