

[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 on my upcoming rent payment due on [due date]. Due to unforeseen family issues, I am currently facing temporary financial difficulties that make it challenging for me to meet the payment on time.

I assure you that I am actively working towards resolving these issues and am committed to fulfilling my rental obligations. I kindly request an extension until [proposed new payment date] to allow me some additional time to organize my finances.

Sincerely,  
[Your Name]