

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 [original due date]. Due to unforeseen circumstances, including [briefly explain the circumstances, e.g., medical issues, job loss, etc.], I find myself in a temporary financial bind.

I would greatly appreciate it if you could grant me an extension until [new proposed due date] to enable me to make the payment in full. I assure you that I am making every effort to regain my financial footing and will keep you updated on my situation.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please feel free to contact me at [your phone number] or [your email] should you have any questions or need further details.

Sincerely,
[Your Name]