

[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, [Your Name], hereby acknowledge that I owe you rent arrears in the amount of [Amount Owed] for the period of [Specify Period]. I understand that this amount is due and I am committed to resolving this debt.

I intend to pay the owed amount by [Proposed Payment Date]. Please let me know if you would like to arrange a payment plan or if there are any other requirements from your side.

Thank you for your understanding and patience regarding this matter.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]