

# Request for Lease Payment Assistance

[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. My name is [Your Name], and I am currently renting [Your Apartment/Unit Number] located at [Rental Address]. I am writing to formally request assistance with my lease payment due for the month of [Specify Month].

Due to [briefly explain your situation, e.g., unexpected job loss, medical emergency], I am experiencing temporary financial difficulties that hinder my ability to make the full payment on time. I am actively seeking solutions to remedy this situation and am hopeful for your understanding and support.

I would be sincerely grateful for any assistance you could provide, whether it be a payment plan, a temporary reduction in rent, or any available resources that could help facilitate this matter. I value my tenancy and am committed to settling my obligations.

Thank you for considering my request. I am looking forward to your understanding and would be happy to discuss this matter further at your convenience.

Sincerely,

[Your Name]