

# Rent Payment Plan Request

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a payment plan for my late rent payment for the month of [insert month]. Due to [brief explanation of circumstances, e.g., unexpected medical expenses, job loss, etc.], I am unable to make the full payment by the due date.

To resolve this, I would like to propose the following payment plan:

- Initial Payment: \$[amount] on [date]
- Subsequent Payments: \$[amount] on [date] for [number of months]

I assure you that I am committed to fulfilling my rental obligations and am hopeful for your understanding and support during this time. Please let me know if you would be willing to discuss this arrangement at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]