

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 [due date]. Due to [briefly explain your situation, e.g., unexpected expenses, job loss, etc.], I am unable to make the payment by the original date.

I kindly ask if you could grant me an extension until [proposed new date] to accommodate my situation. I assure you that I am committed to fulfilling my rental obligations and appreciate your understanding during this time.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,
[Your Name]