

Lease Payment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 on my upcoming lease payment due on [Insert Due Date] for the property located at [Insert Property Address].

Due to [briefly explain your reason, e.g., unexpected financial hardship, medical expenses, job loss], I am currently facing difficulties in meeting the payment deadline. I kindly ask for an extension of [insert time frame, e.g., 30 days] to allow me to secure the necessary funds.

I value our landlord-tenant relationship and appreciate your consideration of my request. I assure you that I am committed to fulfilling my lease obligations and will work diligently to resolve my current situation.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]