

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 address the recent issue regarding the bounced rent payment for the month of [Insert Month]. I sincerely apologize for any inconvenience this may have caused.

Due to [brief explanation of the reason, e.g., an unexpected financial situation], my payment was unable to be processed. I value our landlord-tenant relationship and am committed to resolving this matter promptly.

I am in the process of rectifying this issue and will ensure that my rent payment is made by [insert proposed date for payment]. Additionally, I am willing to discuss any necessary fees associated with the bounced payment.

Thank you for your understanding and patience during this time. Please let me know if there is anything further I need to do to resolve this issue.

Sincerely,

[Your Name]