

# Lease Payment Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 lease payment that is due on [insert due date]. Due to [briefly explain reason, e.g., unforeseen circumstances, financial difficulties], I am unable to make the payment by the original deadline.

I kindly request an extension of [insert number of days/weeks] to allow me the necessary time to secure the funds needed to fulfill my lease obligation. I assure you that I am taking all necessary steps to remedy this situation as quickly as possible.

I appreciate your understanding and support during this challenging time and would be grateful if you could confirm your acceptance of this request. Please feel free to reach out to me at your convenience to discuss this matter further.

Thank you for your consideration.

Sincerely,

[Your Name]