

# Request for Lease Payment Settlement

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 request a settlement of the lease payments for the property located at [Property Address]. Due to [brief explanation of reason for request, e.g., financial difficulties, unexpected circumstances], I am unable to meet the current payment terms.

I propose to settle the outstanding amount through [propose a new payment plan or settlement offer]. I believe this arrangement would be beneficial for both parties and would allow me to fulfill my obligations.

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

Sincerely,  
[Your Name]