

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Payment Arrangement for Rent

I hope this letter finds you well. I am writing to discuss a payment arrangement regarding your rent for [Property Address].

Due to [reason for payment issues, e.g., financial difficulties, temporary loss of income], I understand that fulfilling your rental obligation on the usual due date may be challenging. To assist you during this time, I propose the following payment arrangement:

1. ****Current Month's Rent****: [Outline any partial payment you expect, if applicable]
2. ****Payment Dates****: Payments will be made on [specific dates or schedule, e.g., weekly, bi-weekly].
3. ****Total Rent Amount****: [Specify the total rent amount and how it will be split, if applicable].
4. ****Final Due Date****: All payments should be completed by [final due date].

Please confirm your acceptance of this arrangement by signing below and returning a copy to me by [return date]. If you have any questions or require further assistance, feel free to reach out.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]

I, [Tenant's Name], agree to the payment arrangement outlined above.

[Tenant's Signature]
[Date]