

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

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

Dear [Landlord's Name],

Subject: Payment Arrangement for Rent

I hope this message finds you well. I am writing to discuss my current rent payment situation and propose a payment arrangement due to [briefly explain the reason, e.g., unforeseen financial difficulties].

I sincerely apologize for any inconvenience this may have caused and would like to propose the following payment arrangement:

1. ****Total Amount Due****: [Insert total amount due]
2. ****Proposed Payment Amount****: I can make a payment of [insert amount] on [insert date], followed by [insert proposed schedule for future payments].

3. ****Duration of Arrangement****: I propose this arrangement to be effective from [start date] to [end date].

I appreciate your understanding and support during this challenging time. Please let me know if this arrangement is acceptable or if we need to discuss alternate solutions. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]