

[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],

I hope this message finds you well. I am writing to formally address the issue regarding my delayed rent payment for the month of [Month]. Due to [brief explanation of the circumstances, e.g., unexpected financial difficulties, medical emergencies], I was unable to meet the rent deadline of [specific date].

I understand the importance of timely payments and sincerely apologize for any inconvenience this may have caused. I am currently making arrangements to ensure the payment is settled by [new payment date].

Thank you for your understanding and patience in this matter. Please feel free to reach out if you would like to discuss this further.

Sincerely,

[Your Name]  
[Your Apartment/Unit Number]