

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

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

Subject: Late Rent Payment Notification

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you that my rent payment for the month of [Month] is currently late. The payment was due on [Due Date], and I apologize for any inconvenience this delay may have caused.

I am experiencing [briefly explain reason for the delay, e.g., unexpected financial difficulties, medical expenses, etc.], and I am working diligently to resolve this matter. [Optional: Mention when you expect to make the payment.]

Please be assured that I am committed to fulfilling my lease obligations and appreciate your understanding and patience during this time. If there are any late fees or penalties, please let me know, and I will do my best to address them.

Thank you for your attention to this matter. If you have any questions or would like to discuss this further, please feel free to contact me.

Sincerely,

[Your Name]
[Your Apartment/Unit Number]