

[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 inform you that I am currently experiencing a temporary financial setback that will delay my rent payment for this month.

I have encountered [briefly explain reason, e.g., unexpected medical expenses, job loss, etc.], which has impacted my ability to make my rent payment on time. I want to assure you that I am doing everything I can to resolve this situation as quickly as possible.

I anticipate that I will be able to make the full rent payment by [specific date]. I appreciate your understanding and patience during this challenging time. If there's any documentation you would require or if we could discuss a potential payment plan, I would be more than willing to work together on a solution.

Thank you for your understanding. I sincerely apologize for any inconvenience this may cause.

Best regards,

[Your Name]