

[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 experiencing some unexpected financial difficulties and, regrettably, I will be unable to make the rent payment due on [due date] for my unit at [your address].

I understand the importance of timely payments and sincerely apologize for the inconvenience this may cause. I expect to resolve my financial situation shortly and would greatly appreciate your understanding during this challenging time.

I kindly request an extension to pay my rent until [proposed payment date]. I assure you that I am committed to fulfilling my obligations and will make every effort to ensure this situation does not occur again in the future.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]