

[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 some unexpected financial difficulties, which have resulted in a delay in my rent payment for the month of [Month/Year].

I sincerely apologize for the inconvenience this may cause and assure you that it is my intention to resolve this matter as quickly as possible. I expect to be able to make the full payment by [specific date you expect to pay].

Thank you for your understanding and patience during this time. Please let me know if we can discuss any possible arrangements or if there is any paperwork I need to complete in the meantime.

Sincerely,

[Your Name]  
[Your Apartment Number]