

[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 letter finds you well. I am writing to formally address the delay in the payment of my rent for the month of [Month/Year].

Due to [brief reason for the delay, e.g., unforeseen circumstances, job loss, etc.], I have been unable to meet the payment deadline agreed upon in our lease agreement. I sincerely apologize for any inconvenience this may have caused.

I understand the importance of timely payments and am committed to resolving this matter promptly. I expect to be able to make the full payment by [proposed date], and I assure you this delay will not be a recurring issue.

Thank you for your understanding and patience during this time. I appreciate your cooperation and support.

Sincerely,
[Your Name]