

[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],

Subject: Request for Consideration Regarding Late Rent Payment

I hope this message finds you well. I am writing to inform you that, unfortunately, I will be unable to make my rent payment for the month of [Month/Year] by the due date of [Due Date].

[Brief explanation of the reason for the late payment, e.g., unexpected financial hardship, medical expenses, job loss, etc.].

I kindly request your understanding and ask if it would be possible to have an extension until [Proposed New Payment Date] to make the full payment. I assure you that I am taking steps to resolve this situation as soon as possible.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please let me know if you need any additional information or if we can discuss this matter further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]