

[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: Late Rent Payment Notification

I hope this message finds you well. I am writing to formally address an issue regarding the late payment of my rent for the month of [Month/Year].

Due to [brief explanation of the reason for the late payment, e.g., unforeseen circumstances, financial difficulties], I was unable to submit my rent payment by the due date of [Due Date]. I take my financial responsibilities seriously and sincerely apologize for any inconvenience this may have caused you.

To resolve this matter, I have arranged to make the payment of [Amount] by [Proposed Payment Date]. I hope this will alleviate any concerns regarding my tenancy.

Please let me know if you would like to discuss this further or if there are any additional actions I need to take. Thank you for your understanding and patience.

Sincerely,
[Your Name]