

[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 due to [brief explanation of the reason, e.g., unexpected financial hardship], I am unable to make my rent payment for [Month/Year] on time. I understand the importance of timely payments and sincerely apologize for any inconvenience this may cause. I expect to be able to make the payment by [specific date you intend to pay].

Thank you for your understanding and patience regarding this matter. Please let me know if there are any late fees or additional steps I should be aware of.

Warm regards,

[Your Name]
[Your Apartment/Unit Number]