

[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 my rent payment for [Month/Year] will be delayed due to [brief explanation of the reason, e.g., unexpected financial hardship, medical expenses, etc.].

I understand the importance of timely payments and sincerely apologize for any inconvenience this may cause. I am committed to resolving this matter promptly and expect to have the funds available by [expected payment date].

Thank you for your understanding and patience during this time. Please let me know if there's anything I can do to assist in this situation.

Sincerely,  
[Your Name]