

[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 am writing to sincerely apologize for the late payment of my rent for the month of [Month]. I understand this is a violation of our lease agreement and may have caused you inconvenience or concern. I deeply regret this oversight and take full responsibility for not fulfilling my obligation on time.

The delay was due to [briefly explain reason, e.g., an unexpected personal emergency, delay in paycheck, etc.], which temporarily impacted my finances. Please be assured that this was an isolated incident and not reflective of my usual reliability as your tenant. I have made every effort to resolve this quickly, and I have enclosed the full overdue rent payment of [\$Amount], along with any applicable late fees.

I respectfully request your understanding in this matter and kindly ask that you refrain from initiating eviction proceedings. I value my home here and our positive tenant-landlord relationship, and I am committed to ensuring that all future rent payments are made promptly and in accordance with our agreement. If there are any additional steps I need to take, please let me know, and I will do my best to comply.

Thank you very much for your understanding and consideration. I truly appreciate your patience and trust, and I hope to continue as your tenant.

Sincerely,  
[Your Name]