

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP]

Dear [Landlord's Name],

I am writing this letter to offer my sincere apologies for the late payment of my rent for the month of [Month]. I understand that timely payment of rent is both a responsibility and a courtesy, and I deeply regret any inconvenience or disruption this delay may have caused you.

The delay was due to [briefly explain your reason, e.g., unforeseen financial difficulties, delay in salary, medical emergency, etc.]. Please know that this situation was beyond my control and does not reflect my usual payment behavior nor my respect for our rental agreement.

I wish to assure you that I am making every possible effort to rectify this situation. I pledge to pay the full overdue rent amount by [new agreed-upon payment date]. I am fully committed to upholding my rental obligations and will ensure that all future payments are made promptly, as agreed in our lease.

Again, I offer my sincerest apologies for any inconvenience caused by this delay and greatly appreciate your understanding and patience during this time. Thank you for your consideration, and please feel free to contact me if you have any questions or require further information.

Yours sincerely,
[Your Name]