**LETTER TEMPLATE**

**HARDSHIP LETTER DELINQUENT RENT**

**[Your Name]**

**[Your Address]**

**[Your Phone #]**

**[Date]**

Dear **[Landlord Name]**:

I find that due to **[brief description of hardship]**, I am unable to pay next month’s rent by **[due date]**. These circumstances were unforeseen and a one-time occurrence.

I have always understood the importance of paying my bills in a timely manner, and I would like to be proactive in finding a solution for this unfortunate situation. I would like to request **[an installment plan, interest on my next rent, etc.]** to make sure that you get the full rental amount as quickly as possible.

I’m sorry to inconvenience you, and I appreciate your understanding during this difficult situation. Thank you for your consideration.

Thank you,

**[Sender Name]**