**[Your address]**

**[Date]**

Dear **[landlord or agent name]**

I'm writing to you about the rent that I owe.

I'm sorry that I've been unable to pay my full rent this month. I appreciate that this puts us both in a difficult position.

**[Say why you could not pay on time. Tell them when you can pay if you know this]**

I would like to reassure you that I am getting advice on my situation. I will contact you as soon as I can with a repayment proposal.

Yours sincerely

**[Your name]**