

## Letter to Landlord about Payment Problems

**This package contains:**

1. Instructions & Checklist for Writing a Letter to Your Landlord about Payment Problems
2. Letter to Landlord about Payment Problems

## Instructions & Checklist for a Letter to Your Landlord about Payment Problems

- This package contains: (1) Instructions & Checklist for a Letter to Your Landlord about Payment Problems; and (2) Letter to Landlord about Payment Problems.
  
- This form is designed to assist you in drafting a letter to your current landlord about problems you are currently having in paying the rent, and asking for his agreement to your suggestion that you work out a payment plan together.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

August 27, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to let you know that [Here write the reasons for your payment problems, i.e., *due to the fact that, I lost my job*], I will not be able to make my rent payment in full for next month.

I am enclosing a partial payment of [\$     ], which is all I can manage at this time.

I hope to be able to resume making my regular payment by [month], but in the meantime I would like to suggest a payment plan will allow me to bring the rent current by stages. I intend to do everything in my power to get back on my feet quickly, and to keep the apartment.

I would therefore appreciate it very much if you would contact me at your earliest convenience so that we can work out a payment plan which will be mutually beneficial.

Thank you for your patience and understanding during this difficult time.

I look forward to hearing from you.

Cordially,

[Your Name]

Enclosures