

**Date:** [Insert Date]

**To:** [Landlord Name or Management Company]

**Address:** [Landlord Address]

**City, State, Zip:** [City, State, Zip]

**From:** [Your Name / Business Name]

**Property Address:** [Address of Leased Premises]

**Account Number:** [If applicable]

**Subject: Proposal for Rent Repayment Plan**

Dear [Landlord Name],

I am writing to you regarding the outstanding rent balance for the commercial space located at [Property Address]. Due to [briefly state reason, e.g., unexpected financial hardship/temporary closure], our business has encountered difficulties in meeting the full rental obligations for the period of [Start Date] to [End Date].

We value our tenancy at this location and remain committed to fulfilling our lease agreement. To resolve the current arrears totaling \$[Insert Total Amount Owed], we would like to propose the following repayment schedule:

- **Current Monthly Rent:** \$[Amount]
- **Additional Repayment Amount:** \$[Amount]
- **Total Monthly Payment:** \$[Total]
- **Start Date:** [Date]
- **End Date:** [Date until arrears are cleared]

Under this plan, we will continue to pay our regular monthly rent in full, plus the additional repayment amount listed above until the outstanding balance is satisfied.

Please let us know if this proposal is acceptable to you, or if you would like to discuss alternative terms. We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Your Phone Number]

[Your Email Address]