

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Landlord or Property Manager Name]  
[Landlord Address]

**RE: Notice of Partial Rent Payment for [Property Address]**

Dear [Landlord Name],

Please accept this letter as formal notification that I am only able to provide a partial rent payment for the month of [Month, Year].

The total rent due is \$[Total Rent Amount]. Enclosed is a payment for \$[Amount Being Paid], leaving a remaining balance of \$[Remaining Balance].

The reason for this partial payment is [Briefly explain reason, e.g., unexpected medical expense / temporary job loss].

I intend to pay the remaining balance of \$[Remaining Balance] by [Date you will pay the rest].

I apologize for any inconvenience this may cause and appreciate your understanding. Please let me know if we can discuss a temporary payment plan or if there is any specific paperwork you require.

Sincerely,

[Your Signature]

[Your Printed Name]