

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Housing Authority Case Manager]
[Name of Housing Authority]
[Address of Housing Authority]
[City, State, Zip Code]

RE: Request for Rent Payment Extension/Relief - [Your Tenant ID or Case Number]

Dear [Case Manager Name or Housing Authority Office],

I am writing to formally request a temporary extension or payment relief regarding my rent contribution for the month(s) of [Month, Year].

Due to an unexpected financial hardship caused by [briefly state reason, e.g., medical emergency, temporary job loss, or reduced hours], I am currently unable to pay my full portion of the rent by the scheduled due date.

I am committed to fulfilling my lease obligations and propose the following payment plan: [State your proposal, e.g., I will pay 50% on the 1st and the remaining 50% on the 15th].

I have attached documentation regarding my change in financial circumstances for your review. I would appreciate the opportunity to discuss this further or complete any necessary "Interim Change" paperwork required by the Housing Authority.

Thank you for your time and for considering my request during this difficult time. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]