

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

[Date]

[Landlord or Property Manager Name]
[Landlord Address]

Re: Hardship Letter and Request for Rent Deferral

Dear [Landlord Name],

I am writing to formally notify you that I am currently experiencing financial hardship due to a loss of income while on maternity leave. As a result, I am requesting a temporary deferral of my rent payments for [Property Address].

Due to [mention specific reason: e.g., unpaid leave / reduced disability payments], my monthly household income has significantly decreased. I am committed to fulfilling my lease obligations, but I require temporary assistance to manage my expenses during this transition.

I would like to propose the following temporary payment plan:

- A deferral of [Amount] from the rent due on [Date].
- A reduced payment of [Amount] for the months of [Month] and [Month].
- A repayment plan to cover the deferred balance starting on [Date], paid in installments of [Amount] until the balance is cleared.

I have attached [mention any documents: e.g., medical certification / leave approval / pay stubs] to verify my current situation. I intend to resume full, regular payments on [Date].

Thank you for your understanding and for considering this request. Please let me know if we can discuss this plan further or if you require any additional information.

Sincerely,

[Your Signature]

[Your Printed Name]