

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

[Date]

[Landlord or Property Manager Name]
[Property Management Company, if applicable]
[Address]
[City, State, Zip Code]

RE: Payment Plan Proposal for Past Due Rent - [Rental Property Address]

Dear [Landlord Name],

I am writing to discuss the outstanding rent balance for the property located at [Property Address]. According to my records, the total amount currently past due is \$[Total Amount Owed].

I value my residency here and would like to clear this balance as soon as possible. Due to [briefly mention reason, e.g., temporary financial hardship], I am unable to pay the full amount in one lump sum. I am proposing the following payment plan to settle the debt:

- **Initial Payment:** \$[Amount] to be paid on [Date].
- **Installment Amount:** \$[Amount] to be paid [weekly/monthly] in addition to my regular monthly rent.
- **Start Date:** The first installment will begin on [Date].
- **Target Completion Date:** The total past due balance will be paid in full by [Date].

I am committed to making these payments on time and will continue to pay my future monthly rent in full and on schedule. I hope this arrangement is acceptable to you.

Please let me know if you agree to this plan or if we need to discuss an alternative. If this is acceptable, please provide a signed copy of this agreement for my records.

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]

Landlord Acceptance:

I, [Landlord Name], agree to the payment plan outlined above.

Signature: _____ Date: _____