Apology Letter for not being Able to Pay the Rent

The Arcade Apartments.

Mark Thompson.

Block 26D. Fleet Cross Avenue, New York.

2nd December 2016.

Mr. Jack Samuelsson.

CEO.

The Arcade Apartments.

Block 12A, Fleet Cross Avenue, New York

Dear [Recipients Name],

I hope you are doing great. With the heartiest apology, I want to inform you that I am unable to pay the rent of this month and the next month. I am concerned about it but unfortunately, I lost my job. The company in which I was an employee is bankrupt. I am passing through very hard times. And I am left with zero savings as I have paid the children school fees with a fear of their termination from school. I must quote that you are ever so kind landlord I have ever met. You are very kind and cooperative towards me and my family. With the will of almighty, I will pay the rent after three months. I am applying for different jobs. As soon as I get some job, it will be my priority to pay the rent.

I am thankful to you for this kindness.

Sincerely,

Mark Thompson

The Arcade Apartments