

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Understanding

Dear _____ (Name of the Recipient)

With this letter, I want to apologize for the delay caused in paying this month's rent. As I lost my wallet on the train a few days back, I had to get all my cards blocked to prevent it from misuse. I have submitted a request for new cards. The new cards are expected to arrive by next week. I will make the transfer as soon as I get my cards activated.

I want to thank you for understanding the situation. I am grateful to have a supportive and understanding landlord like you. I will make sure not to disappoint and cause a delay in payment of rent in the future.

Once again apologies for delay in the payment.

Sincerely,

(Signature)

Sender's Full Name

