Date:

Dear Michael,

I hope this letter finds you in the best state of health. I am writing this letter to bring an important issue to your attention. As you know I reside at your house with my two children, a wife, and one mother who has been quite ill for the past 3-weeks owing to her open-heart surgery. I have been going through a lot lately because of it and now for some inevitable reasons at work, I have not received my salary for the previous month which was due last Monday.

I am sure you have noticed that I have been a loyal tenant for 6-months but now my circumstances are pushing me to request you an extension on the rent deadline due this Friday. After addressing the issue with the finance department at my workplace, I have been promised my funds will be released within 7-14 working days. I request you to allow me to submit the rent after I receive my salary.

Thank you for hearing me out!

Sincerely,

Mark