Date:

To

[The Recipient]  
[Address]

**Re. Explanation of the Late Payments of my House Rent**

Dear Sir/Madam,

With reference to the above-cited subject, this letter purports to answer the letter asking for an explanation of the late payment of my house rent for the month of June 2021. I received a letter from the Federal Chamber of Mortgage Affairs and Finance Management (FCMA & FM) in which I was asked to write an LOE for paying my house rent forty days later than the date fixed for rent payment.

Sir/Madam, I live in Manhattan, NY. I have been living in this house that has been rented to me by Mr. Harlem Ser since 2017. I have never skipped or belated a single month’s rent payment to Mr. Harlem for four years.

As you already know that everyone has been struck harder by the hit of COVID-19 and imposed lockdown. Manhattan has been called one of the most badly stricken cities by the decimation of the virus. This havoc has been exponentiated by the shutdown of business and sudden layoffs.

Unfortunately, I have also been a victim of this disastrous wave and have been laid off. I have been working in SIGMA-108 Groups as an Assistant DM Technographer since 2017. I have also attached the proof of my work with this letter.

My sudden layoff entangled me in a lot of financial pressure and drained off all my savings. Therefore, I could not pay the rent for two months (May 2021-June 2021). I have requested Mr. Harlem to make an installment plan for the payment of these two months’ rent payment.

I hope this explanation is ample for the kind consideration of my request. I vow that all the details given above are true and accurate. Please refer to the attached documents as evidence. Thank you.

I can be contacted at +1-[X] or [EMAIL].

Regards

Anderson Jacob  
4320-H Hector Society, Manhattan 212,646  
NY, USA