

Instructions: This is a template you can modify to suit your situation. **You need to download this template before you can make changes to it.** To download it:

- Click on **File** in the dropdown menu above.
- Click on **Download** and select the file format of your choice.

Once you've downloaded the document, insert your words in place of the prompt words in square brackets.

For important context, [see this page on late payment of rent](#).

[Your name]

[Your address]

[Date]

Without Prejudice

[Landlord's name]

[Landlord's address]

Dear *[Name of landlord]*,

Re: Request for flexibility on rent payment due *[date rent is due]*

I am writing to let you know that I might be late with my rent payment due on *[date rent is due]*. Due to *[briefly explain the reason, such as job loss, unexpected expenses, a delay in income, or an emergency]*, I am experiencing some financial difficulties.

I deeply apologize for this situation and any inconvenience it may cause. I am committed to resolving this as quickly as possible and would like to discuss an alternative arrangement for payment of the rent payment due on *[date rent is due]*.

Could we agree on a new date by which I can make this payment in full?

Alternatively, I can offer my skills in *[insert skill such as gardening, bookkeeping, handywork, or any other skill your landlord might find useful]* in exchange for any shortfall in rent due on *[date rent is due]*.

Additionally, could you please confirm in writing that this delay will not result in you issuing an eviction notice for this payment period? I am confident that this is a temporary issue and that I will be able to resume regular, on-time payments going forward. *[You can include any steps you will take to ensure that you will pay rent on time in the future.]*

Thank you very much for your understanding. Please let me know a convenient time to discuss this further. If you have any questions, please feel free to contact me at the above address. You can also respond to me by email at *[your email address]* or by text at *[your phone number]*.

Yours truly,

[Your name]

Disclaimer: At People's Law School, we believe accurate, plain English information can help people take action to work out their legal problems. This template is a sample. **It is not intended as legal advice.** We recommend that you consult a legal professional in British Columbia if you want professional assurance that this information is appropriate to your particular situation.