Date:

To

[The Recipient Name]  
[Address]

Dear Mr. [name]

I want to thank you from the bottom of my heart for your kindness and your cooperation. I have been living in this house for four years and I have always paid the rent on time but this year due to losing my job, I could not pay the rent for two months.

I would never forget your compassion and the way you understood my problem and gave me an extension on the outstanding rent payment. It really meant a lot to me and my family. Sir, I am glad to report that I have found a job and from the advance I received, I can now pay the rent for the past two months. I am attaching the cheque for the outstanding amount.

In the end, I would like to thank you once again for your benevolence and consideration. It is due to people like you that one’s faith in humanity is restored. May God bless you for your kindness.

Yours Sincerely,

Name

Department name

Date