Dear Mrs. Hellen Park,

This is to inform you that I might have a problem paying my apartment rental dues on time this month since my salary is also delayed.

I promise to pay the full amount of $175 worth of apartment rental in a week’s time. This letter serves as my assurance that I will pay for the said amount as we verbally agreed last week.

Thank you and I am hoping for your kind consideration.

Sincerely yours,

Carlo Hall