

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

CFA Institute  
[Address of CFA Institute]  
[City, State, Zip Code]

Dear CFA Institute,

Subject: Request for CFA Exam Deferral

I hope this letter finds you well. I am writing to formally request a deferral for my upcoming CFA exam scheduled on [original exam date]. Due to [briefly state your reason for deferral, e.g., personal circumstances, health issues, etc.], I am unable to sit for the exam on the planned date.

I understand the importance of adhering to the CFA examination schedule and appreciate your understanding in this matter. I kindly request to defer my exam to the next available exam window, which I believe is [next exam window date].

I have attached any necessary documentation to support my request. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]  
[CFA Candidate ID (if applicable)]