

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Request for Deferment

I hope this message finds you well. I am writing to formally request a deferment of [specific request, e.g., my start date, my current responsibilities, etc.] due to [brief explanation of the reason, e.g., personal circumstances, health issues, etc.].

I understand the impact this may have on the team and appreciate your understanding as I navigate this situation. I propose to [suggest an alternative solution or timeline, if applicable], and I am willing to discuss any adjustments that may be necessary during this period.

Thank you for considering my request. I look forward to your understanding and support in this matter.

Sincerely,

[Your Name]