

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

[Recipient Name]
[Recipient Title]
[Military Branch]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Deferment of Military Service

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a deferment of my military service obligation due to [specific reason for deferment, e.g., educational commitments, medical reasons, personal circumstances, etc.].

My service is currently set to begin on [original reporting date], and I believe that a deferment will allow me to [explain how the deferment will benefit your situation or the service]. I am committed to fulfilling my responsibilities and intend to serve my country as soon as I am able. Please find attached [any supporting documents, if applicable], which provide further detail regarding my request. I appreciate your consideration of my circumstances and look forward to your response. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Military Identification Number, if applicable]