

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

Dear [Recipient's Name],

Subject: Request for Deferment

I hope this letter finds you well. I am writing to formally request a deferment regarding [insert reason, e.g., my loan payments, my enrollment, etc.], which is due on [insert due date]. Due to [briefly explain your circumstance, e.g., financial hardship, personal reasons, etc.], I am unable to meet the current requirements and would greatly appreciate your consideration.

I am requesting a deferment until [insert requested deferment period, e.g., a specific date or duration]. I believe this additional time will allow me to [explain how you plan to meet your obligations in the future].

I understand the implications of this request and am willing to provide any required documentation to support my case. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]