

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

[Recipient Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Deferment

I hope this letter finds you well. I am writing to formally request a deferment of [specify what you are requesting to defer, e.g., loan payment, enrollment, etc.] due to [reason for the deferment].

Given my current situation, I believe that a deferment would greatly help me manage my [explain the situation briefly, e.g., financial difficulties, personal circumstances, etc.].

I kindly ask for your understanding and support regarding this matter and would appreciate your guidance on the necessary steps to facilitate this request.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]

[Your Account Number or Reference Number (if applicable)]

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[Enclosures if any]