

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

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

Subject: Deferment Notice

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally notify you of my request for deferment regarding [specify the matter, e.g., loan payments, enrollment, etc.], originally scheduled for [original date]. Due to [briefly explain reason for deferment], I am unable to fulfill my obligations at this time.

I kindly request a deferment period of [specify length of deferment], during which I can [mention any relevant plans to address the situation].

I understand the importance of this matter and assure you of my commitment to resolving it as soon as possible.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Account Number or Reference Number, if applicable]