

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a deferment for [specific program, course, or loan] due to [brief explanation of your circumstances, e.g., personal reasons, health issues, financial difficulties, etc.].

I have thoroughly considered my options and believe that a deferment is necessary for me to [state reason, e.g., focus on health, financial stability, etc.]. I am committed to [explain any steps you have taken or will take during deferment].

I would greatly appreciate your understanding and support in this matter. If there are any forms or procedures I need to complete to formalize this request, please let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]