

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

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

Dear [Recipient's Name],

Subject: Request for Deferment

I hope this message finds you well. I am writing to formally request a deferment for [specific reason related to your deferment request], which I believe is necessary due to [brief explanation of your situation].

[In this paragraph, provide further details about your circumstances, including any relevant timelines, obligations, or documentation supporting your request.]

I understand the importance of [mention any responsibilities or commitments] and assure you that I am fully committed to fulfilling my obligations. Therefore, I respectfully request a deferment for [specify duration or specific dates, if applicable].

Thank you very much for considering my request. I appreciate your understanding and support regarding this matter. Please let me know if you need any additional information or documentation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]