

[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],

I am writing to formally request a deferment of [specific obligation, e.g., enrollment, payment, project deadline] due to [brief explanation of reasons].

[Provide additional details supporting your request, including any relevant dates and necessary documentation.]

I appreciate your consideration of my situation and kindly ask for your understanding. I am hopeful that we can reach a favorable resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]