

# Request for Temporary Deferment of Fee Payment Obligations

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a temporary deferment of my fee payment obligations due to [briefly explain reason, e.g., unforeseen financial difficulties, medical emergencies, etc.].

As you are aware, I have always made my payments on time, and this request is only due to [specific circumstances]. I kindly ask for a deferment of [specify duration, e.g., three months], during which time I will work to resolve my financial situation.

I appreciate your understanding and consideration of my request. I am willing to discuss this matter further and provide any necessary documentation to support my situation.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]