

Request for Deferral of Payment Due Date

Sender's Name: [Your Name]

Sender's Address: [Your Address]

City, State, Zip Code: [Your City, State, Zip]

Email: [Your Email]

Date: [Current Date]

Recipient's Name: [Recipient's Name]

Recipient's Address: [Recipient's Address]

City, State, Zip Code: [Recipient's City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a deferral for the payment due on [original due date] for the amount of [amount owed]. Due to [brief explanation of circumstances], I am currently facing financial difficulties and would greatly appreciate your understanding in this matter.

I kindly request an extension of [number of days/weeks/months] to fulfill this payment. I assure you that I am committed to meeting this obligation, and I believe this deferral will provide me the necessary time to do so.

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

Sincerely,

[Your Name]

[Your Contact Information]