

# Request for Deferment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a deferment of my payments due to a recent reduction in my income.

Due to unforeseen circumstances, I have recently encountered a significant decrease in my financial situation. [Briefly explain the situation, e.g., job loss, medical expenses]. This has made it increasingly difficult for me to meet my financial obligations, including [specify payments, e.g., loan payments, tuition fees].

I kindly request that you consider my situation and grant a deferment on my [specify payments, e.g., loan, mortgage, tuition fees] for [insert duration]. This would greatly assist me in regaining my financial stability.

I have attached supporting documents to illustrate my current financial situation for your review. I am committed to fulfilling my obligations, and I hope to resolve this matter amicably.

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

Sincerely,

[Your Name]