

Request for Deferred Payment Arrangement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a deferred payment arrangement for my account [Account Number]. Due to [briefly explain reason, e.g., unexpected financial hardship], I am unable to meet the current payment schedule.

To assist me during this time, I would greatly appreciate it if we could discuss a temporary deferment of my payments. I propose to resume regular payments starting from [insert proposed date] and am willing to discuss any modified terms that may be acceptable.

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

Sincerely,

[Your Name]