

Request for Temporary Payment Deferment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a temporary deferment of my payment obligations for [specify the loan, service, or product]. Due to [briefly explain your reason, e.g., financial hardship, unexpected expenses, etc.], I am currently facing difficulties in making my payments on time.

I respectfully ask for a deferment period of [specify duration], during which I hope to stabilize my financial situation. I assure you that I am committed to fulfilling my financial responsibilities and will resume payments promptly after the deferment period.

Please let me know if you require any documentation to support my request. I appreciate your understanding and consideration in this matter, and I look forward to your prompt response.

Thank you for your attention to this request.
Sincerely,
[Your Name]