Payment Deferment Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a deferment of my payment due on [insert due date] for [mention the purpose, e.g., loan, credit card, etc.]. Due to [explain your reason briefly, e.g., unforeseen circumstances, financial hardship, etc.], I am unable to make the payment on time.

I kindly ask for a deferment until [insert requested deferment period]. I believe this will provide me enough time to stabilize my financial situation and fulfill my payment obligation.

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

Sincerely,

[Your Name]