

Request to Defer Monthly Installment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the deferral of my upcoming monthly installment for [Loan/Account Number] due on [Due Date]. Due to [brief explanation of the circumstances, e.g., unexpected financial hardship], I am unable to make this payment on time.

I kindly ask for your understanding and support in allowing me to skip this installment. I assure you that I am committed to maintaining my payment schedule and will make the necessary payment by [Proposed Payment Date].

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]