

Request for Deferred Payment Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal for a revision of the payment terms associated with my account, [Account Number or Reference]. Due to [briefly explain your situation, e.g., financial difficulties, unforeseen circumstances], I am currently unable to meet the existing payment schedule.

I kindly request consideration for deferred payment terms that would allow me to manage my obligations more effectively. My proposed terms are as follows:

- Deferred payment period: [Specify duration]
- Proposed payment schedule: [Outline the new payment schedule]

I appreciate your understanding and support in this matter. I assure you of my commitment to fulfilling the obligations once the deferred period is over. Please let me know if we can discuss this further, as I value our relationship and am keen to resolve this amicably.

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

Sincerely,

[Your Name]