

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of deferring the start date of my employment with [Company's Name], which is currently set for [Original Start Date]. Due to [brief explanation of your reason], I would like to discuss the option of starting my position on a later date.

I am very excited about the opportunity to join your team and am eager to contribute to [Company's Name]. I believe this adjustment will allow me to begin my role with the necessary focus and commitment it deserves.

Please let me know if we can arrange a time to discuss this matter further. I appreciate your understanding and look forward to your response.

Thank you very much for your attention.

Sincerely,

[Your Name]