

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a deferral of my start date for the [Job Title] position with [Company's Name]. Originally, I was set to begin on [Original Start Date]; however, due to [brief explanation of the reason], I would like to propose a new start date of [Proposed New Start Date].

I am very excited about the opportunity to join [Company's Name] and believe that this adjustment will allow me to start my role under the best circumstances. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]