

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

## **Subject: Request for Loan Deferment**

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a deferment on my loan, account number [Loan Account Number], due to [brief explanation of your situation, e.g., financial hardship, medical expenses, etc.].

Given my current circumstances, I am unable to meet my repayment obligations, and I would greatly appreciate your consideration of my request. I understand the importance of fulfilling my financial responsibilities and intend to resume payments as soon as possible.

Please let me know the necessary steps I need to take to formalize this deferment and if any documentation is required on my end. I appreciate your understanding and support during this time.

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

Sincerely,

[Your Name]