

Loan Installment Deferral Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 a deferral of my upcoming loan installment scheduled for [insert date]. Due to [brief explanation of circumstances, e.g., unexpected medical expenses, temporary loss of income, etc.], I am currently facing financial difficulties that make it challenging to meet my payment obligations.

I kindly ask for your understanding and consideration in deferring my payment for [specify duration, e.g., one month, two months]. I assure you that I am committed to fulfilling my obligations and I am exploring options to improve my financial situation.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Name]