

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Request for Deferment Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my deferment period originally set to expire on [original expiration date]. Due to [briefly explain reason], I find myself in need of additional time to fulfill my obligations.

I appreciate your consideration of my request and am willing to provide any necessary documentation that may support my case. I am committed to [mention any relevant goals or actions].

Thank you for your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position, if applicable]