

# Request for Deferred Payment Schedule

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a deferred payment schedule regarding my account with [Company Name], Account Number: [Your Account Number]. Due to [reason for requesting deferment, e.g., unforeseen financial difficulties], I am currently unable to meet my payment obligations as scheduled.

In light of this situation, I kindly request to discuss the possibility of establishing a deferred payment plan that would allow me to make payments over a more manageable timeframe. I believe this arrangement will enable me to fulfill my financial commitments while alleviating my current financial strain.

Thank you for considering my request. I am hopeful for a favorable response and am eager to discuss this matter further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] at your earliest convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]