

# Payment Deferment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a deferment of my upcoming payments due to unforeseen financial hardship.

Unfortunately, [briefly explain your situation, e.g., loss of employment, medical expenses, etc.], which has made it difficult for me to meet my financial obligations at this time.

I kindly ask for your consideration in allowing me to defer my payments for [specify duration, e.g., the next three months]. I am committed to fulfilling my obligations and plan to resume payments as soon as my situation improves.

Thank you for considering my request. I appreciate your understanding and look forward to your response.

Sincerely,

[Your Name]