

Request to Defer Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization 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 deferment of my payment arrangement due to [brief explanation of reason, e.g., unexpected financial difficulties, medical emergency, etc.].

According to our existing agreement, I am scheduled to make a payment of [amount] by [due date]. I kindly request that we defer this payment until [proposed new date] to allow me time to resolve my current situation.

I appreciate your understanding and consideration in this matter. I remain committed to fulfilling my financial obligations and hope to navigate through this temporary challenge. Please let me know if you require any further details or documentation to support my request.

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

Sincerely,

[Your Name]