

Request for Deferred Payment Options

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[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 options for deferred payment regarding [specific invoice, payment, or account]. Due to [brief explanation of circumstances], I am currently unable to meet the original payment schedule.

I would greatly appreciate if you could consider providing an alternative payment plan that allows for a more manageable schedule. I am committed to fulfilling my financial obligations and believe that a deferred payment plan would be beneficial for both parties.

Thank you for your understanding and consideration of my request. I look forward to your response.

Sincerely,

[Your Name]