

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Account Number: [Account Number]

Subject: Offer for Payment Deferral

Dear [Customer Name],

We understand that you may be facing financial challenges at this time. To assist you, [Company Name] is offering a Payment Deferral Option for your account.

Deferral Details:

- **Deferred Payment Amount:** [Amount]
- **Deferral Period:** [Number of Months] month(s)
- **New Payment Resume Date:** [Date]

During this deferral period, you will not be required to make your monthly payments. Please note that while the payment is postponed, interest may continue to accrue according to your original agreement. The deferred amount will be moved to the end of your loan/contract term.

How to Accept This Offer:

To accept this payment deferral, please sign and return this letter or contact our customer service department at [Phone Number] by [Deadline Date]. If we do not hear from you by this date, your regular payment schedule will remain in effect.

If you have any questions, please visit our website at [Website URL] or call us directly.

Sincerely,

[Sender Name]
[Title/Department]
[Company Name]

Customer Acceptance:

I accept the terms of the payment deferral as outlined above.

Signature: _____ Date: _____