

Dated:

To

The Management
PIET Sanskriti School
HUDA, Panipat

Subject: Request for the deferment on fee payment

Respected Sir/Madam,

I'm writing to request a deferral on the fee amount from to the end of.....

My reason for deferment is that due to (explain reason for cash flow problem).....

I am currently encountering financial challenges. I hope to have raised the required money within the aforementioned time of deferment to pay the outstanding dues of Rs.....on/by

I sincerely hope you will grant my deferral request on urgent basis.

Thank you in advance for your anticipated understanding.

Yours Sincerely,