

# Admission Deferral Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Admissions Office]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request a deferral of my admission to [University Name] for the [specific program or degree] originally set to commence in [start date].

Due to [brief explanation of your reasons for deferral, e.g., personal circumstances, health issues, etc.], I believe that it would be in my best interest to postpone my enrollment until [proposed start date]. I want to ensure that I can fully commit myself to my studies and contribute positively to the university community.

I understand that deferral policies may vary, and I am willing to provide any necessary documentation to support my request. I appreciate your consideration and understanding in this matter.

Thank you for your time. I look forward to your response.

Sincerely,

[Your Name]