

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Office]

[College/University Name]

[College/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 enrollment to [College/University Name] for the [specific term/year]. I was excited to receive my acceptance, but due to [brief explanation of reason, e.g., personal circumstances, health issues, etc.], I believe it is in my best interest to defer my start date.

I am committed to attending [College/University Name] and strongly believe that deferring my enrollment will allow me to better prepare and contribute to the campus community when I arrive. I kindly ask for your understanding and consideration of my request.

Thank you for considering my deferral request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID, if applicable]