Deferment Request for Academic Online Course Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Department/Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a deferment for my enrollment in the [Course Name or Code] online course, originally scheduled to begin on [Start Date]. Unfortunately, due to [brief explanation of reason, e.g., personal issues, health concerns, etc.], I am unable to commence my studies as planned.

I am committed to completing this course and would like to request that my enrollment be deferred to the next available session, scheduled to start on [Proposed New Start Date]. I believe that this additional time will allow me to fully engage with the coursework and succeed in my studies.

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation to support my deferment application.

Thank you for your time and assistance.

Sincerely,

[Your Name]