

# Scholarship Offer Deferral Request

Date: [Current Date]

[Recipient Name]

[Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a deferral of my scholarship offer for the [Scholarship Name] for the upcoming academic year. Due to [brief explanation of reason, e.g., personal circumstances, health issues, etc.], I am unable to enroll at [University Name] this year.

I am very grateful for the scholarship opportunity and am committed to attending [University Name] in the following academic year. I believe that the program aligns perfectly with my academic goals, and I am eager to contribute to the university community.

Thank you for considering my request. I am hopeful that you will approve the deferral of my scholarship offer. Please let me know if any further information is required.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]