

Appeal for University Course Deferral

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Admissions Office
[University Name]
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally appeal for a deferral of my course enrollment for the upcoming academic year, due to unforeseen academic challenges I am currently facing.

My name is [Your Name], and I have been accepted into the [Specific Course/Program Name] for the [Term/Year]. However, due to [specific academic reasons, e.g., health issues, personal challenges, etc.], I am unable to commit to my studies at this time as I had intended.

I believe that a deferral would allow me to [explain how the deferral will help you, such as improving your academic standing, mitigating challenges, etc.]. I am dedicated to my education and am hopeful that this pause will enable me to return stronger and more prepared to succeed in my studies.

I kindly ask you to consider my request for a deferral and would greatly appreciate your understanding and support during this time. I am willing to provide any documentation needed to support my case.

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

Sincerely,

[Your Name]
[Your Student ID (if applicable)]