

Letter of Explanation for Deferring Course

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[University Name]

[Department Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a deferral of my enrollment in [Course Name] for the upcoming semester due to unexpected family obligations that require my immediate attention.

Recently, I have encountered a situation that demands my presence and support within my family. [Briefly explain the nature of the situation, e.g., illness of a family member, caregiving responsibilities, etc.]. This commitment will significantly limit my ability to fully engage with my studies and perform to the best of my ability.

I am committed to my education and plan to return to my studies once these obligations are addressed. I kindly ask for your understanding and support in granting me a deferral for [Specify the semester or academic year].

Thank you for considering my situation. I am hopeful for your favorable response and I look forward to continuing my studies at [University Name].

Sincerely,

[Your Name]