

Request for Deferral of University Course

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a deferral for my enrollment in the [Course Name] scheduled for the [Semester/Year]. Due to unforeseen financial difficulties, I am unable to meet the costs associated with my studies at this time.

Despite my best efforts to secure funding, my current financial situation has made it impractical for me to pursue the course without significant hardship. I believe that deferring my enrollment would allow me the necessary time to improve my financial circumstances and subsequently succeed in my studies.

I kindly ask for your understanding in this matter and would appreciate your guidance on the steps I need to take to process this request. Thank you for considering my situation. I look forward to your response.

Sincerely,

[Your Name]

[Student ID Number]