

Notification of Course Deferral

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request a deferral of my [Course Name] course scheduled for [Course Start Date] due to unforeseen work commitments that have arisen.

As a dedicated student, I understand the importance of keeping up with my studies; however, my current work obligations require my immediate attention. I believe that deferring this course will allow me to focus on my responsibilities and return to my studies with renewed commitment.

I would greatly appreciate your understanding in this matter and would like to discuss the potential options for deferring the course. Please let me know a suitable time for us to meet or if further documentation is required.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]