

Request for Course Deferral

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 of my course enrollment for the [specific course name or code] scheduled for [start date of the course] due to personal reasons.

Unfortunately, I am currently facing personal challenges that prevent me from committing fully to my studies. After careful consideration, I believe that deferring my enrollment to the next academic term would better position me for success in my educational goals.

I would greatly appreciate your understanding and support regarding this matter. Please let me know if there are any forms or further procedures I need to complete as part of this deferral request.

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

Sincerely,

[Your Name]

[Your Student ID]