

# Letter of Inquiry regarding Admission Deferral

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admission Office's Name]

[College/University Name]

[College Address]

[City, State, Zip Code]

Dear [Admission Office's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the possibility of deferring my admission for the [upcoming academic year]. I was thrilled to receive my acceptance letter on [date of acceptance], and I greatly appreciate the opportunity to join [College/University Name].

Due to [brief explanation of reason for deferral, e.g., personal circumstances, health issues, travel opportunities], I would like to respectfully request a deferral of my admission for one year. I believe this time will allow me to [mention any specific goals you plan to achieve during the deferral period].

I am eager to contribute to the [College/University Name] community and would be grateful for any guidance you could provide regarding the formal process for requesting a deferral.

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

Sincerely,

[Your Name]