

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[University Admissions Office]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request a deferral of my admission to [University Name] for the [specific program or term, e.g., Fall 2024] due to unexpected relocation circumstances.

As you are aware, my acceptance into [University Name] is a significant milestone in my academic journey. However, due to [briefly explain your relocation situation, e.g., a family move, work-related transfer], I am unable to commit to attending in the upcoming term. This relocation presents challenges that would hinder my ability to fully engage in my studies and successfully adapt to the university environment.

I genuinely believe that deferring my admission will allow me to settle into my new situation and then join the university community with the focus and determination it deserves. I am committed to making the most of my time at [University Name] and contributing positively to the campus community.

Thank you for considering my request for deferral. I am looking forward to your understanding and support in this matter. Please let me know if you need any additional information or documentation.

Sincerely,

[Your Name]