

# Deferral Request for Admission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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, e.g., Fall 2024 Term]. I have recently encountered unforeseen circumstances that require my immediate attention and will impact my ability to commence my studies as planned.

I kindly request an extension of my admission to the following term [mention the preferred term, e.g., Spring 2025]. This additional time will allow me to adequately prepare and ensure that I can fully commit to my studies at [University Name].

Thank you for considering my request. I am eager to join the [University Name] community and contribute positively. I look forward to your understanding and support regarding this matter.

Sincerely,

[Your Name]