

Deferral Notice for University Admission

Date: [Insert Date]

Admissions Office
[University Name]
[University Address]

Dear [Admissions Officer's Name],

I hope this message finds you well. I am writing to formally request a deferral of my admission to [Program Name] for the academic year [Year] due to unforeseen employment opportunities that have recently arisen.

After much consideration, I believe that pursuing this opportunity will greatly enhance my professional development and contribute positively to my future academic endeavors. I have been offered a position at [Company/Organization Name], which I believe will provide me with invaluable experience and skills relevant to my field of study.

I am therefore kindly requesting a deferral of my admission until [Proposed Deferral Year]. I remain committed to attending [University Name] and am eager to contribute to the university community upon my return.

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

Sincerely,
[Your Full Name]
[Your Application ID]
[Your Contact Information]