

Deferral Proposal for University Admission

Date: [Insert Date]

Admissions Office
[University Name]
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. My name is [Your Name], and I am writing to formally request a deferral of my admission to [University Name] for the [specific program and term] scheduled to begin in [start date]. I have received my offer of admission and am truly grateful for the opportunity.

Unfortunately, due to unforeseen family matters that require my immediate attention, I am unable to commence my studies as planned. [Briefly explain the family matter, such as a serious illness, relocation, etc., while maintaining privacy.] This situation necessitates my presence and support at home during this critical time.

I am therefore requesting a deferral of my admission for one year, allowing me to address my family obligations and return to my studies with full focus and dedication. I remain extremely enthusiastic about the prospect of attending [University Name] and am committed to continuing my academic journey there.

I understand that deferral policies are subject to review, and I am more than willing to provide any necessary documentation to support my request. Please let me know if there are forms I need to complete or additional information you require from me.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]