

Request for Academic Deferment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[University/College Name]

[Department/Office of Registrar]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a deferment of my academic studies due to unforeseen financial constraints that have arisen. I am currently enrolled in [Your Program/Field of Study] and due to [briefly explain financial situation], I am unable to continue my studies at this time.

Despite my efforts to secure additional funding, I have not been able to find a viable solution. I believe that a deferment would allow me the time needed to stabilize my financial situation and return to my studies with full focus and dedication.

I kindly ask for your understanding and support in this matter and would greatly appreciate if you could provide me with information regarding the deferment process and any necessary documentation I need to submit.

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

Sincerely,

[Your Name]

[Your Student ID Number]