

Request for Academic Deferment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a deferment of my studies for the [term/semester/year] due to personal reasons that have made it difficult for me to continue my academic pursuits at this time.

Due to [briefly explain personal reasons, e.g., health issues, family commitments, etc.], I believe that taking a deferment would allow me the necessary time to address these matters fully and return to my studies with renewed focus and commitment.

I am committed to my education and am hopeful to resume my studies during the [specific term/semester you wish to return]. I would greatly appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]