

Request for Academic Deferment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution Name]

[Department, if applicable]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a deferment of my academic studies for the upcoming [specify term or year] due to my commitment to [briefly describe the extracurricular pursuits, e.g., training for a national competition, participating in an internship, etc.].

This opportunity is significant for my personal and professional growth, and I believe it will greatly enhance my skills and experiences that will ultimately benefit my academic performance. I am committed to maintaining my academic progress and plan to [mention any plans for bridging the gap, e.g., continuing studies online, taking a reduced course load, etc.].

I would appreciate the opportunity to discuss this request further and am willing to provide any additional information needed to support my case. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID, if applicable]