

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/Institution Name]

[University Address]

[City, State, Zip Code]

## **Subject: Request for Academic Deferment**

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an academic deferment for [Specify Semester/Year] due to an extraordinary travel opportunity that has arisen.

The opportunity, [Briefly describe the opportunity], is significant for my academic and professional development. I believe that this experience will enhance my skills and knowledge in [Specify Field or Major] and ultimately contribute positively to my education.

As per the university's policies, I am aware of the procedures required for deferment. I am committed to maintaining my academic standing and ensuring that my absence will not negatively impact my studies. I would appreciate any guidance you could provide regarding the next steps in this process.

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

Sincerely,

[Your Name]