

Request for Academic Deferment

Date: [Insert Date]

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

[Recipient's Name]
[Title/Position]
[Department/Office Name]
[University/College Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a deferment of my academic studies for the [insert academic term, e.g., Fall 2023] semester. I have been accepted to participate in a volunteer program that focuses on [briefly describe the nature of the volunteer work and its significance].

This opportunity will allow me to gain valuable experience and skills that will enhance my academic and professional development. I believe that this experience will not only contribute to my personal growth but also allow me to make a positive impact in the community.

Therefore, I kindly ask for your support in granting me a deferment so that I may return to my studies in the following term after completing this volunteer commitment. I am willing to discuss any conditions or requirements you may have regarding this request.

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

Sincerely,
[Your Name]
[Your Student ID (if applicable)]