

Request for Academic Deferment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an academic deferment for my studies in [Your Program] due to ongoing work commitments that have arisen unexpectedly.

As [Your Position] at [Your Company], I am currently involved in a critical project that demands my full attention and time. Balancing these work obligations alongside my academic responsibilities has become increasingly challenging, and I believe that taking a deferment would allow me the necessary focus to excel in both areas.

I kindly request to defer my studies for [Specify Duration] and plan to resume in the [Specify Semester/Year]. I am committed to maintaining my academic progress and would appreciate any guidance on how to best navigate this process.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]