

# Academic Deferral Explanation

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 am writing to formally request an academic deferral for the [specific program/course name] scheduled to begin in [start date] due to [brief explanation of your reason, e.g., personal circumstances, health issues, etc.].

Although I am passionate about continuing my education, I believe that deferring my studies will allow me to [mention how the deferral will benefit you or your circumstances, e.g., address personal matters, improve health, etc.].

I have reviewed the deferral policies outlined in the student handbook and am hopeful that my request will be considered favorably.

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

Sincerely,

[Your Name]