

Deferring Acceptance to University

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Admissions Office
University Name
University Address
City, State, Zip Code

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request a deferral of my acceptance to University Name for the upcoming academic year.

Due to [brief explanation of reason for deferring, e.g., personal circumstances, health issues, or opportunity for professional experience], I believe that deferring my enrollment until [desired future semester/year] would allow me to fully commit myself to my studies and contribute positively to the university community.

I am very appreciative of the opportunity to attend University Name and would be grateful if you could consider my request. I am happy to provide any additional information or documentation you may need.

Thank you for your understanding and consideration.

Sincerely,
Your Name
Student ID (if applicable)