

# Deferring University Admission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Office of Admissions]

[University Address]

[City, State, Zip Code]

Dear [Admissions Officer's Name],

I hope this message finds you well. I am writing to formally request a deferral of my admission to [University Name] for the [term/year]. My application was accepted on [Acceptance Date], and my student ID is [Student ID].

The reason for my deferral request is [briefly explain your reason, e.g., personal circumstances, health issues, or other commitments]. I believe that deferring my admission will allow me to [explain how deferring will benefit your future studies or personal situation].

I would appreciate your guidance on the process and any necessary steps I need to take to formalize this deferral. Thank you very much for considering my request.

Looking forward to your favorable response.

Sincerely,

[Your Name]