

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University Name]

[Department or Admission Office]

[University Address]

[City, State, Zip Code]

Dear [Admission Officer's Name],

I hope this message finds you well. I am writing to formally request a postponement of my enrollment for the [specific program name] for the [academic year/semester]. I was initially excited to join [University Name] and pursue my studies, but due to [briefly explain reason, e.g., personal circumstances, health issues, etc.], I find myself unable to start at this time.

After careful consideration, I believe that deferring my enrollment to [specific date or term you plan to start] will allow me the time I need to [explain briefly what you hope to achieve in this period]. I am committed to attending [University Name] and believe this delay will ultimately enhance my ability to contribute positively to the academic community.

Thank you for considering my request. I appreciate your understanding and support, and I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID (if applicable)]