

Request to Defer College Entry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Office]

[College/University Name]

[College 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 admission to [College/University Name] for the [specific term and year]. My application was accepted on [date of acceptance], and I am extremely grateful for the opportunity to join your esteemed institution.

Due to [briefly explain your reason, e.g., personal circumstances, health issues, travel, work commitments], I believe that deferring my college entry would be in my best interest. This time will allow me to [mention any plans during the deferral period, e.g., work, travel, study, family commitments] and ensure that I am fully prepared to engage in my studies when I do begin.

I kindly request your approval for my deferral until [specify the term and year you wish to defer to]. I would greatly appreciate any guidance you could provide regarding this process and any necessary documentation I may need to submit.

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

Sincerely,

[Your Name]