

Request for Deferred University Admission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 admission to [University Name] for the [specific program/degree] for the [academic year/term]. My acceptance was received on [date of acceptance] and I am grateful for the opportunity to join such a prestigious institution.

Due to [brief explanation of your reason for deferral, e.g., personal circumstances, health issues, etc.], I believe that deferring my admission would allow me to [explain how deferral will benefit your circumstances and future studies].

I respectfully ask for your consideration in granting me a deferral until [proposed future date or semester]. I am fully committed to my education and eager to contribute to the university community when I am able to start my studies.

Thank you for your understanding and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]