Deferral Request for University Application

Date: [Insert Date]

[Admissions Office]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Admissions Committee/Specific Name],

I hope this message finds you well. I am writing to formally request a deferral of my admission to [University Name] for the [Fall/Spring] [Year] semester. I was offered admission on [Date of Admission] and am extremely grateful for this opportunity.

Due to [brief explanation of reason for deferral, e.g., personal circumstances, health issues, professional commitments], I believe that deferring my enrollment would allow me to fully prepare for and benefit from the academic experience at [University Name].

I would greatly appreciate your consideration of my request and am willing to provide any additional information or documentation required. I look forward to your understanding and support in this matter.

Thank you for considering my request. I am eager to join [University Name] and contribute to the community in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]