

# Request to Defer Admission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Admissions Office]

[University/Institution Name]

[Office 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 [Program Name] for the [Term/Year] due to an opportunity to gain valuable internship experience that I believe will enhance my skills and abilities relevant to my studies.

Having been accepted into [Program Name], I am very excited about the prospects that this program offers. However, I have recently been offered an internship at [Company/Organization Name], which will provide me with practical exposure and significant experience in [Relevant Field/Area]. I truly believe that this experience will better prepare me for my future studies and contribute to my overall academic success.

I kindly ask for your understanding and support in granting me a deferral of my admission for one year. I assure you that I will remain committed to my educational goals and return to the program ready to contribute positively.

Thank you very much for considering my request. I am happy to provide any additional information or documentation required. I look forward to your favorable response.

Sincerely,

[Your Name]