

Request to Defer College Admission

Admissions Office
[College/University Name]
[College Address]
[City, State, Zip Code]

Date: [Insert Date]

Dear Admissions Committee,

I hope this message finds you well. My name is [Your Name], and I have been accepted to [Program Name] for the [Term, Year] semester at [College/University Name]. I am writing to formally request a deferral of my admission for personal reasons.

Due to [briefly explain personal reasons, e.g., family obligations, health issues, etc.], I believe that postponing my enrollment would allow me the time to focus on these matters and return to my studies with renewed energy and commitment.

I would greatly appreciate your understanding and consideration of my situation. If granted, I plan to enroll in [Year] and continue pursuing my academic goals at [College/University Name]. Please let me know if there are any forms or further information you require to process my request.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]