

# Request to Delay College Admission

Date: [Insert Date]

[Admissions Office Name]

[College/University Name]

[College/University Address]

Dear [Admissions Officer's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to request a deferral of my admission to [College/University Name] for the upcoming academic year due to pressing family obligations.

Unfortunately, my family is currently facing [briefly explain the situation], which requires my immediate attention and support. After careful consideration, I believe that deferring my admission would allow me to fulfill these responsibilities while still pursuing my education at [College/University Name] in the future.

I am very appreciative of the opportunity to attend your esteemed institution and remain committed to my academic pursuits. I kindly request your understanding and support in this matter.

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

Sincerely,

[Your Name]

[Your Application ID]

[Your Contact Information]