

Request to Postpone Admission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Institution's Name]

[Admission Office Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request a postponement of my admission to [Program Name] at [Institution Name] for the academic year [Year]. Due to unforeseen circumstances, I am unable to commence my studies as planned.

The circumstances that have arisen include [briefly explain the unforeseen circumstances, e.g., personal health issues, family emergencies, etc.]. I believe that taking some additional time will allow me to better prepare for my studies and fully engage in the academic experience at [Institution Name].

I would greatly appreciate your understanding in this matter and kindly ask if it would be possible to defer my admission to the following academic year. I remain very enthusiastic about the opportunity to attend [Institution Name] and am committed to contributing positively to the campus community.

Thank you for considering my request. I look forward to your positive response. Please let me know if any additional information is required.

Sincerely,

[Your Name]