

# Formal Application for College Admission Deferment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Admissions Office]

[College/University Name]

[College Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request a deferment of my enrollment to [College/University Name] for the upcoming academic year of [Year]. I was thrilled to receive my acceptance letter dated [Acceptance Letter Date], and I am truly grateful for the opportunity to join your esteemed institution.

Due to [briefly explain reason for deferment, e.g., personal, medical, financial, etc.], I am unable to enroll in the upcoming semester. I believe that deferring my admission will allow me to [mention how deferment will benefit your situation].

I kindly ask for your understanding and support regarding this matter. I am willing to provide any necessary documentation or information to assist with my application for deferment.

Thank you for considering my request. I look forward to your favorable response and hope to join [College/University Name] in [Year of Desired Enrollment].

Sincerely,

[Your Name]