

# Inquiry Regarding Admission Deferment Options

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[College/University Name]

[College/University Address]

[City, State, Zip Code]

Dear Admissions Officer,

I hope this message finds you well. I am writing to inquire about the options and procedures available for deferring my admission to [College/University Name], which I was accepted to for the upcoming academic year.

Due to [briefly explain reason for deferment, e.g., personal circumstances, health issues, etc.], I would like to know the steps involved in formally requesting a deferment as well as any important deadlines I need to be aware of.

Thank you for your attention to this matter. I am looking forward to your prompt response.

Sincerely,

[Your Name]