

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Admissions Office
College 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 admission to [College Name] for the [specific term, e.g., Fall 2024] due to unforeseen personal circumstances that require my immediate attention.

Despite my excitement to enroll, I find myself in a situation that requires me to postpone my academic journey for a year. [Briefly explain your situation, e.g., health issues, family matters, etc., without disclosing too much personal information]. I have carefully considered my options and believe that a deferment is the best course of action to ensure my future success as a student.

I would be grateful for your understanding and support regarding my request. I am committed to maintaining my connection with [College Name] and look forward to contributing positively to the campus community once I am able to attend.

Thank you for considering my request. I am happy to provide any additional information or documentation as needed. I hope to hear from you soon.

Sincerely,
[Your Name]
[Your Student ID (if applicable)]