

Request for Admission Deferment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your 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 admission to [College/University Name], which I was honored to receive for the [Fall/Spring] [Year] semester. Due to unforeseen circumstances, I would like to defer my enrollment for [one year/one semester] in order to pursue valuable work experience that I believe will greatly enhance my future studies at your esteemed institution.

This past [mention timeframe], I have been presented with a unique opportunity to gain practical experience in [industry/field]. I believe that this experience will not only aid my personal growth but also provide me with skills and knowledge essential for my success in [intended major/field of study] upon my arrival at [College/University Name].

I kindly ask that you consider my request for deferment and I hope to resume my studies in [Year] with a renewed perspective and enhanced skills. I appreciate your understanding and support in this matter.

Thank you very much for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]