

University Admission Deferral Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Admissions Office]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request a deferral of my admission to [University Name] for the [Fall/Spring] [Year] semester. I was thrilled to receive my admission offer, and I greatly appreciate the opportunity to join your esteemed institution.

Due to [briefly explain your reason for requesting a deferral, e.g., personal circumstances, health issues, etc.], I believe that a deferral will allow me the necessary time to [explain the benefit of deferring your admission, e.g., focus on health, personal development, etc.].

I kindly ask that you consider my request and grant me a deferral for one year. I am committed to joining [University Name] and contributing to the campus community upon my arrival.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]