

# Deferment Request Letter for Graduate Program

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

Admissions Office  
Graduate Program Name  
University Name  
University Address  
City, State, Zip Code

Dear Admissions Committee,

I hope this letter finds you well. I am writing to formally request a deferment for my admission to the [Graduate Program Name] for the academic year [Start Year]. I was thrilled to receive my offer of admission, and I appreciate the opportunity to join such a renowned program.

Due to [briefly explain reason for deferment, e.g., personal health issues, work commitments, family obligations], I believe it would be in my best interest to defer my enrollment for [specify duration, e.g., one year]. This additional time will allow me to fully prepare and ensure that I can commit myself wholeheartedly to the program.

I understand the importance of planning for your incoming class and sincerely hope you can accommodate my request. If granted this deferment, I would be eager to begin my studies in [Year you intend to start].

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you require any further information or documentation to assist with the process.

Sincerely,  
[Your Name]