

Request for Deferment of Study Abroad Program Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Program Coordinator]

[Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a deferment of my offer to participate in the [Program Name] study abroad program scheduled for [Start Date]. Due to [brief explanation of reason for deferment, e.g., personal circumstances, health issues, financial constraints], I am unable to accept the offer at this time.

I truly value this opportunity and wish to participate in the program during a future term. If possible, I would greatly appreciate your guidance on the deferment process and any necessary steps I need to follow.

Thank you for considering my request. I look forward to your understanding and guidance regarding this matter.

Sincerely,

[Your Name]