

College Admission Deferral Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admission Office's Name]

[College/University Name]

[College Address]

[City, State, Zip Code]

Dear [Admission Office's Name],

I hope this letter finds you well. I am writing to formally request a deferral of my admission to [College/University Name] for the [Term/Year]. I have been granted admission to attend as an incoming student; however, I feel that I would greatly benefit from an additional year to improve my academic standing and personal development.

Since receiving my acceptance, I have reflected on my academic journey and have identified several areas where I believe I can improve. I am committed to engaging in coursework and experiences that will better prepare me for the challenges I will face at [College/University Name].

I am applying to take courses at [Local School/Community College] and plan to participate in extracurricular activities that will enhance my skills and knowledge. My goal is to return to [College/University Name] as a more prepared and mature student, ready to contribute positively to the campus community.

I appreciate your consideration of my request and look forward to the possibility of reapplying for admission to [College/University Name] for the following academic year. Thank you for your understanding.

Sincerely,

[Your Name]