

Letter of Deferral Request

Date: [Insert Date]

Office of Admissions

[College/University Name]

[College Address]

[City, State, Zip]

Dear Admissions Committee,

I hope this letter finds you well. My name is [Your Name], and I am honored to have been offered admission to [College/University Name] for the [Fall/Spring] [Year] term. I am writing to formally request a deferral of my admission due to personal circumstances that compel me to reconsider my enrollment timeline.

Unfortunately, [briefly explain the personal circumstances without going into excessive detail, e.g., "I have encountered unforeseen family health issues that require my immediate attention and support."]. After careful consideration, I have concluded that deferring my enrollment would allow me the necessary time to address these matters and ensure that I can fully commit to my studies at [College/University Name] once I begin my college journey.

I kindly request a deferral of my admission until [specific term/year you wish to defer to], allowing me to return to [College/University Name] when I am able to fully engage in my academic pursuits. I appreciate your understanding and consideration regarding my situation.

Thank you for taking the time to consider my request. I am looking forward to the possibility of joining [College/University Name] in the future and contributing to the vibrant campus community.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]