

Request for Admission Deferral

Date: [Insert Date]

Admissions Office
[College/University Name]
[College Address]
[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. My name is [Your Name], and I am grateful to have been offered admission to [College/University Name] for the [Semester/Year] term. I am writing to formally request a deferral of my admission due to important family obligations that require my immediate attention.

Over the past few months, my family has encountered [briefly explain family obligations, e.g., a health crisis, care responsibilities, etc.], which necessitate my presence and support at home. It is my intention to prioritize my family's needs while ensuring that I am fully prepared and able to commit to my studies at [College/University Name] once this situation is resolved.

Therefore, I kindly request a deferment of my admission for [specify duration, e.g., one year] to allow me to fulfill these responsibilities. I am committed to joining [College/University Name] and contributing to the campus community, and I believe that deferring my enrollment will enable me to make the most of my experience when I do arrive.

I appreciate your understanding and consideration of my request. Please let me know if there is any documentation you require or if we can discuss this matter further. I look forward to the possibility of joining [College/University Name] and am hopeful for your positive response.

Thank you very much for your time and support.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]