

Request for Admission Deferral

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[College/University Name]

[Admissions Office Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request a deferral of my admission to [College/University Name] for the [Fall/Spring Year] term. I am incredibly grateful for the opportunity to join your esteemed institution and am committed to attending.

However, I have recently been presented with an exceptional opportunity to [travel/study abroad] that I believe will greatly enrich my personal and academic development. I plan to [briefly describe the purpose of your travel/study, including how it relates to your future academic goals].

I kindly request a deferral for one year to allow me to engage in this invaluable experience. I am confident that this time will enhance my skills and perspectives, ultimately allowing me to contribute even more meaningfully to [College/University Name] upon my return.

Thank you for considering my request. I would be happy to provide any additional information or documentation you may need. I look forward to the possibility of joining [College/University Name] in the [following year].

Sincerely,

[Your Name]