

Request for Deferment of College Program

Date: [Insert Date]

To: [College Admissions Office/Specific Name]

[College Name]

[College Address]

Dear [Admissions Officer's Name],

I hope this message finds you well. My name is [Your Name], and I am an incoming student enrolled in the [Specific Program Name] for the [Term/Year]. I am writing to formally request a deferment of my enrollment for one academic year due to the necessity for academic improvements.

After careful consideration, I believe that taking this additional time will allow me to strengthen my academic foundation and better prepare myself for the challenges of the program. During this period, I plan to [briefly outline your plan for improvement, e.g., taking relevant courses, attending workshops, or gaining relevant experience].

I am committed to excelling in my studies and truly believe that this deferment is in my best interest. I would appreciate your consideration of my request, and I am happy to provide any further information required or discuss my situation further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]