

# Deferment Request for College Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[College/University Name]

[Department/Office Name]

[College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a deferment of my enrollment in the [Program Name] for the [starting semester, e.g., Fall 2024] term due to a unique career opportunity that has arisen.

I have been offered a position with [Company/Organization Name] that will allow me to gain valuable experience in my field of study, which I believe will enrich my academic journey and contribute to my overall professional growth.

I kindly request your consideration of my deferment request until [new desired start date, e.g., Fall 2025] to allow me to pursue this opportunity fully.

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

Sincerely,

[Your Name]