

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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

Dear Admissions Committee,

I am writing to formally request a deferment of my enrollment in the [Program Name] for the [Term/Year] semester due to unforeseen family obligations that require my immediate attention.

Explain briefly the nature of your family obligations and why you are unable to commence your studies at this time.

I am committed to pursuing my education at [College/University Name], and this deferment will allow me to manage my family responsibilities effectively. I would greatly appreciate your understanding and support in this matter.

If possible, I would like to discuss potential options for my deferment and any steps I need to follow to facilitate this process.

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

Sincerely,
Your Name