

# Request for Deferment of College Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[College/University 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] at [College/University Name] for personal reasons.

Due to [briefly explain personal reasons], I find myself in a position where I am unable to fully commit to my studies at this time. Therefore, I kindly ask for the opportunity to defer my enrollment for one academic year, with the intention of starting my studies in [New Start Date].

I am dedicated to pursuing my education and believe that this deferment will allow me to return to my studies with the focus and energy they deserve. I would appreciate your understanding and support regarding my situation.

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

Sincerely,

[Your Name]