

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[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 admission to [Program Name] for the academic year [Year]. Unfortunately, due to unexpected circumstances, [briefly explain your situation, e.g., health issues, family responsibilities], I am unable to begin my studies as planned.

I have greatly looked forward to joining the program and believe that this deferment will allow me the opportunity to address my current challenges and fully commit to my studies upon my return. I am requesting to defer my admission until [month/year of desired return].

Thank you very much for considering my request. I appreciate your understanding and support in this matter. Please let me know if you require any additional information or documentation.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]