

Program Deferment Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[College/University Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a deferment of my admission to the [Program Name] for the [Fall/Spring Year] semester due to my commitment to [describe volunteer work, e.g., "a community service project" or "an overseas volunteer program"], which will greatly enhance my skills and experiences.

My volunteer work with [Organization Name] is scheduled to commence on [Start Date] and will conclude on [End Date]. This opportunity is significant for my personal and professional development, aligning with my future goals in [relevant field].

I genuinely believe that this experience will allow me to contribute even more effectively to the academic community at [College/University Name] once I enroll. I kindly ask for your understanding and support in this matter.

Thank you for considering my request. I look forward to your positive response and am happy to provide any further information if needed.

Sincerely,

[Your Name]

[Your Student ID or Application ID]

[Your Contact Information]

[Your Address]