

Request for Deferment of Studies

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am a [Your Program] student enrolled in [Your University]. I am writing to formally request a deferment of my studies for the [specific term/year] due to unexpected employment obligations that have arisen.

Recently, I received an opportunity to take on a [specific job position] that is not only crucial for my career development but also requires my immediate attention and commitment. This role will provide me with invaluable practical experience related to my field of study, which I believe will enhance my academic performance upon my return.

Despite my eagerness to continue my education, the responsibilities associated with this employment require my full focus at this time. I kindly ask for your understanding and consideration in granting me a deferment to [specific date] so that I may fulfill my obligations and return to my studies revitalized and ready to engage fully.

Thank you for considering my request. I am looking forward to your positive response. Should you require any additional information, please feel free to contact me at [Your Email] or [Your Phone Number].

Sincerely,
[Your Name]
[Your Student ID]
[Your Program]
[Your University]