Request for Deferment of Study

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[University Name]

[University 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 studies at [University Name] for the upcoming academic year. Due to personal circumstances, I have decided to take a gap year to focus on [briefly explain reason, e.g., personal development, travel, internships].

I have thoroughly enjoyed my time at [University Name] and wish to continue my education with renewed focus and motivation. I believe that this gap year will provide me with valuable experiences that will enhance my contributions to the university community upon my return.

I kindly ask for your understanding and approval for this request. Should you need any further information or documentation, please feel free to reach out.

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

Sincerely,

[Your Name]

[Student ID Number]