

Request for Deferment of Studies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name or Admissions Office],

I hope this message finds you well. I am writing to formally request a deferment of my studies at [University Name] for personal reasons. Due to unforeseen circumstances, I am unable to continue my studies at this time, and I believe a temporary leave would be beneficial for my personal and academic well-being.

I am currently enrolled in [Your Program] and was set to commence [specific semester/academic year]. However, due to [brief explanation of personal reasons, e.g., family issues, health reasons], I request to defer my enrollment until [proposed date of return].

I appreciate your understanding of my situation and hope to resolve this matter amicably. Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]

[Your Student ID, if applicable]