

# Request for Deferment of Studies

[Your Name]

[Your Address][City, State, Zip Code]

[Email Address][Phone Number]

[Date]

[University Name][College/Department][University Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a deferment of my studies in [Your Program] for the [specific semester/year]. The reason for my request is to undertake an internship opportunity that I believe will be invaluable for my professional and personal development.

The internship is with [Company/Organization Name], and it will provide me with hands-on experience in [briefly describe the field or area of work]. I am excited about the chance to further enhance my skills and apply the knowledge I have gained during my time at [University Name].

I understand the importance of maintaining my academic progress, and I assure you that I am committed to resuming my studies following the completion of this internship. I have consulted with my academic advisor and am confident that this experience will contribute positively to my future academic endeavors.

I kindly ask for your consideration of my request, and I am happy to provide any additional information needed to facilitate the process. Thank you for your time and understanding.

Sincerely,

[Your Name][Student ID Number]