

Request for Deferment of Studies

Date: [Insert Date]

To,

[University Name]

[Department Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a deferment of my studies in the [Your Program Name] program due to an opportunity to pursue academic endeavors abroad.

As you may know, I have been committed to my studies and have maintained a strong academic performance. However, I have recently been offered a chance to participate in [specific program, internship, or research opportunity] in [Country Name], which I believe will greatly enhance my educational experience and contribute to my future career goals.

Therefore, I kindly request your approval to defer my enrollment until [Insert Date], allowing me to fully engage in this unique opportunity. I am committed to resuming my studies with renewed focus and passion upon my return.

Thank you for considering my request. I am hopeful for a positive response and am happy to provide any further information if required.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]