

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[University/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a deferment of my [enrollment/acceptance] to [Program Name] at [University/Company Name] for [specific term/year].

Due to [briefly explain your reason for deferment, e.g., personal circumstances, health issues, financial reasons], I believe that deferring my [enrollment/acceptance] would be in my best interest. I am committed to continuing my education/career path, and I intend to [mention any plans during the deferment period, if applicable].

I kindly ask that you consider my request and provide guidance on the process required for the deferment. I appreciate your understanding and assistance in this matter.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]