

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University/College Name]
[Office of Student Services/Admissions]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Admissions Office"],

Subject: Request for Deferment of Admission

I hope this message finds you well. I am writing to formally request a deferment of my admission to [Program Name] for the [term/year] due to [briefly state your reason, e.g., personal circumstances, health issues, financial reasons, etc.].

I was accepted into the program on [Date of Acceptance] and am grateful for the opportunity to attend [University/College Name]. However, after careful consideration, I believe that deferring my admission would be in the best interest of my academic and personal growth.

I kindly ask for your consideration of my request to defer my admission until [Proposed Term/Year]. I am committed to preparing for my studies during this time and look forward to contributing positively to the campus community upon my return.

Thank you for considering my request. I am hopeful for a favorable response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]