

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[School's Name]
[School's 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 at [School's Name] for the [specific term/year, e.g., Fall 2023] semester. Due to [brief explanation of reason, e.g., personal circumstances, health issues, family matters], I believe it would be in my best interest to postpone my studies.

I am committed to continuing my education at [School's Name] and would like to defer my enrollment until [new term/year you wish to start, e.g., Fall 2024]. I understand the implications of my request and am prepared to complete any necessary procedures required for this deferment.

Thank you for considering my request. I am looking forward to your understanding and support. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]