

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

[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Formal Deferment

I hope this letter finds you well. I am writing to formally request a deferment of my [specific program, course, or obligation] scheduled to begin on [start date].

Due to [brief explanation of the reason for deferment, e.g., personal circumstances, health issues, etc.], I am unable to commence my [program/course] at this time. I would like to request that my enrollment be deferred to the [new desired start date].

I assure you that I remain committed to [the program/course] and fully intend to participate when my circumstances allow. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Student ID (if applicable)]