

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

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

Dear [Recipient's Name],

Subject: Notification of Deferment

I hope this message finds you well. I am writing to formally notify you of my request for deferment regarding [specific program, application, or obligation] set to commence on [original start date].

Due to [brief explanation of the reason for deferment, e.g., personal circumstances, health issues, etc.], I am unable to proceed as scheduled. I kindly request to defer my [program, enrollment, etc.] to [desired new date or term].

I appreciate your understanding and consideration of my situation. Please let me know if you require any further information or documentation to process my request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]