

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

[University Name]
[Office of Admissions]
[University Address]
[City, State, ZIP Code]

Dear Admissions Committee,

Subject: Request for Admission Deferral

I hope this letter finds you well. I am writing to formally request a deferral of my admission to [Program Name] at KTU, scheduled to commence in [Start Date]. Due to [brief explanation of reason for deferral, e.g., personal circumstances, health issues, financial constraints], I am unable to enroll this year.

I respectfully ask for the opportunity to defer my admission to the next academic year, [New Start Date]. I am committed to pursuing my studies at KTU and believe that deferring my admission will greatly benefit my academic success.

I understand any requirements or procedures necessary for this deferral process and am willing to comply fully. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Student ID (if applicable)]