

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

Admissions Office  
University of Queensland  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,  
Subject: Request for Admission Deferral

I hope this message finds you well. I am writing to formally request a deferral of my admission to the [specific program name] at the University of Queensland for the [specific term and year]. I was thrilled to receive my offer of admission dated [date of offer letter], and I am very eager to join the University community.

Due to [reason for deferral request, e.g., personal circumstances, health issues, financial reasons], I find myself in a position where I must defer my enrollment. I believe that taking this time will allow me to prepare better for my studies and contribute more effectively to the University.

I kindly ask for your consideration of my request and the possibility to defer my admission for [specific duration, e.g., one year]. I am committed to maintaining my enrollment and look forward to starting my academic journey at UQ when the time is right.

Thank you for your time and understanding. Please let me know if you require any additional information or documentation to process my request.

Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]  
[Your Program Name]  
[Expected Year of Enrollment]