

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

[Admissions Office]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally request a deferment of my admission to [University Name] for the [specific program or degree] for the [year/semester] due to [brief explanation of reason, e.g., personal circumstances, health issues, etc.].

I am very grateful for the opportunity to attend [University Name] and am eager to contribute to the campus community. However, after careful consideration, I believe that deferring my admission will allow me to [mention any specific plans during the deferment period, e.g., work, travel, focus on health, etc.].

I kindly ask for your understanding and support in this matter. I am hopeful that I will be able to join [University Name] in [new intended start date].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]