

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University Name]
[Office of the Registrar/Academic Affairs]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Request for Graduation Deferment

I hope this letter finds you well. I am writing to formally request a deferment of my graduation originally scheduled for [original graduation date] due to [brief explanation of your reason, e.g., personal circumstances, academic reasons, etc.].

I have taken [number] of courses toward my degree and am committed to completing my requirements. I believe that an additional [duration, e.g., semester, year] will allow me to fully meet the graduation criteria and achieve my academic goals.

I kindly ask you to consider my request and guide me through the necessary steps to process this deferment. I appreciate your time and understanding regarding my situation.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID Number]
[Program/Major]