

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee's Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Scholarship Committee's Name or Specific Person's Name],
I hope this message finds you well. I am [Your Name], a recipient of the [Name of Scholarship] for the [Academic Year/Term]. I am writing to formally request a deferral of my scholarship for [specific duration or term, e.g., one year, the upcoming semester].

Due to [brief explanation of the reasons for deferral, e.g., personal circumstances, health issues, financial difficulties, etc.], I find it necessary to delay my studies and scholarship utilization. I believe that taking this time will allow me to [state how this deferral aligns with your academic or personal goals].

I kindly ask for your understanding and support regarding this matter. I am committed to my education and am eager to continue my journey once I am able to fully engage in my studies.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]