

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

Dear [Admissions Officer's Name or "Admissions Committee"],
I hope this message finds you well. I am writing to formally request a deferral of my admission to [School Name] for the [specific program/academic year] due to [brief explanation of the reason for deferral, e.g., personal circumstances, health issues, etc.].

I am very grateful for the opportunity to join [School Name] and have been looking forward to contributing to the school community. However, I believe that deferring my admission would allow me to [explain how deferring would benefit you or your situation, e.g., focus on personal matters, enhance my readiness for the program].

I kindly ask for your consideration of my request. I am more than willing to provide any additional information or documentation if needed.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]