

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

[Recipient Name]
[Office of Admissions]

YRD College
[College Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a deferment of my admission to YRD College for the [specific term/year, e.g., Fall 2024 semester].

Due to [briefly explain your reason, e.g., personal circumstances, health issues, financial reasons, etc.], I believe that postponing my enrollment would allow me the necessary time to [mention what you plan to do during the deferment period, e.g., resolve personal issues, gain work experience, etc.].

I remain committed to attending YRD College and am excited about the opportunities that await me. I kindly ask you to consider my request for deferment and would appreciate any guidance on the necessary steps to complete this process.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]