

Formal Deferment Letter Sample for University Admission (Postgraduate Program)

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

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

Subject: Request for Deferment of Admission to Postgraduate Program

Dear [Admissions Officer's Name],

I am writing to formally request a deferment of my admission to the [Name of Program, e.g., Master of Science in Computer Science] program at [University Name], for which I was accepted for the [Academic Year/Semester, e.g., Fall 2024] intake.

Due to [briefly state valid reason, e.g., personal circumstances/health issues/unforeseen events], I am currently unable to commence my studies as originally planned. I have given this decision considerable thought and have concluded that it would be in my best interest to defer my enrollment to [desired semester/year, e.g., Fall 2025], so I may be fully prepared to take advantage of the academic opportunities your institution offers.

I respectfully request your consideration and approval for this deferment. I am committed to pursuing my postgraduate studies at [University Name] and am looking forward to joining the program at a later date.

Please let me know if any documentation or further information is required to support my request. I appreciate your understanding and consideration in this matter.

Thank you for your time and attention. I look forward to your positive response.

Sincerely,
[Your Name]
[Application Number/Student ID, if applicable]