

Sample Letter Accepting College Offer with Deferred Entry Option

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

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

Dear Admissions Committee,

I am writing to formally accept the offer of admission to [Program Name] at [College/University Name] for the [Academic Year/Semester]. I am extremely grateful for the opportunity to join your esteemed institution, and I appreciate your confidence in my potential as a future student.

At this time, I wish to request a deferral of my admission until the [deferred semester/academic year, e.g., Fall 2025]. This request is due to [briefly state your reason, e.g., a desire to pursue a gap year experience, work opportunity, family circumstances, etc.]. I strongly believe that this period will allow me to gain experiences and skills that will enrich my contributions to the [College/University] community upon my arrival.

I fully intend to enroll at [College/University Name] following my deferral period, and I am committed to fulfilling any conditions or requirements related to this deferral. If there are any forms or additional steps needed to finalize my deferred enrollment, please let me know, and I will complete them promptly.

Thank you very much for your understanding and consideration. I am excited to become a part of [College/University Name] and look forward to starting my studies with you in [deferred semester/academic year].

Sincerely,
[Your Full Name]
[Your Signature, if sending a hard copy]