

Deferment Letter Sample for University Admission

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

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

Dear Admissions Committee,

I am writing to respectfully request a deferment of my admission to the [Program Name] at [University Name], for which I was offered a place beginning in the [upcoming entry term, e.g., Fall 2024] semester. I am truly honored to have been accepted into your esteemed institution and was very much looking forward to starting my studies.

Unfortunately, due to unforeseen personal circumstances, I am currently unable to begin my studies at the scheduled time. [Briefly describe the personal circumstances, if comfortable, e.g., a family emergency, health issue, or other significant personal matter.] These circumstances require my immediate and undivided attention until they are resolved, which I anticipate will be within the next academic year.

Therefore, I kindly request a deferral of my admission to the [next available entry term/year, e.g., Fall 2025]. I am still very committed to attending [University Name] and am eager to contribute positively to the campus community once my situation has stabilized.

I would greatly appreciate any guidance on the formal process or additional documentation required to complete my deferment request. Thank you very much for your consideration and understanding during this challenging time. I look forward to your favorable response.

Yours sincerely,
[Your Name]