

Deferment Letter Sample for University Admission (International Students)

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

Admissions Office
[University Name]
[University Address]
[City, State, Zip Code]
[Country]

Subject: Request for Admission Deferment

Dear Admissions Committee,

I hope this message finds you well. My name is [Your Full Name], and I have been accepted into the [Program Name] for the [Original Admission Term, e.g., Fall 2024] intake at [University Name], with the student ID [Your Student ID, if available].

I am writing to formally request a deferment of my admission to the [New Intended Term, e.g., Fall 2025] term, due to [briefly state your reason, e.g., unforeseen family circumstances, delays in visa processing, health concerns, etc.]. I have given careful consideration to my decision and believe that deferring my studies will allow me to join your esteemed university at a time when I am better able to fully commit to my academic and personal development.

I kindly request the university to maintain my admission status and eligibility for the new intended term. I am fully committed to pursuing my education at [University Name] and will comply with any necessary procedures or documentation required by the admissions office to process this deferment request.

I would greatly appreciate your guidance on the next steps and any additional requirements. Please let me know if you need further information or supporting documentation regarding my situation.

Thank you very much for your time and understanding. I look forward to your favorable consideration of my request.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]