

Deferment Letter Sample for University Admission to Pursue Work Opportunity

[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 formally request a deferment of my admission to the [Program Name] program at [University Name], for which I have been accepted for the [intended semester/year, e.g., Fall 2024] term. I am incredibly grateful for the opportunity to join your esteemed institution and am eager to begin my studies.

However, I have recently been offered a unique work opportunity at [Company/Organization Name], where I will be involved in [brief description of the position or project]. This position aligns directly with my academic and career goals, and I believe the practical experience I will gain will significantly enrich my future studies and contributions to the university community.

Therefore, I kindly request permission to defer my enrollment until [deferred semester/year, e.g., Fall 2025]. I am committed to maintaining my place in the program and assure you that I am fully dedicated to returning to [University Name] after this valuable experience.

I would greatly appreciate any guidance regarding the formal deferment process. Please let me know if additional documentation or information is required to support my request.

Thank you very much for considering my application for deferment. I look forward to contributing to [University Name] and thank you for your support and understanding.

Sincerely,
[Your Name]