

Deferment Letter Sample for University Admission Due to Family Emergency

[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 hope this letter finds you well. My name is [Your Name], and I was recently accepted into the [Program Name] program at [University Name] for the [start term/year]. I am deeply honored by this opportunity and am excited about the prospect of joining your esteemed institution.

Unfortunately, I am writing to respectfully request a deferment of my admission due to a recent and unforeseen family emergency. [Briefly explain the family emergency if you are comfortable, e.g., "A close family member has experienced a severe illness, and my immediate presence and support are required at this critical time."]. This situation has placed unexpected demands and responsibilities on me, which will temporarily affect my ability to commence studies as originally planned.

I am fully committed to enrolling at [University Name] and continuing my academic journey with your university. Therefore, I am kindly requesting to defer my admission to the [next available term/year]. I would appreciate any information regarding the deferment process and any documentation you may require for my request.

Thank you very much for your understanding and consideration during this difficult time for me and my family. I look forward to your positive response and hope to join [University Name] as soon as possible.

Sincerely,
[Your Name]