

[University Name]

[University Address Line 1]

[University Address Line 2]

[City, State ZIP]

[Country]

[Date]

[Student Name]

[Student Address Line 1]

[Student Address Line 2]

[City, State ZIP]

[Country]

Dear [Student Name],

Re: Formal Acceptance and Deferral Approval

Congratulations! We are pleased to inform you of your **successful admission** to the [Program Name] at [University Name] for the [original admission term, e.g., Fall 2024].

We have also received and reviewed your request to defer your enrollment. We are happy to approve your deferral, permitting you to postpone your start date until **[New Term/Year, e.g., Fall 2025]**. Your place in the program has been reserved for this term, subject to the following terms and conditions:

- You must confirm your intention to enroll by submitting the required **deferral confirmation form** and/or deposit by **[Deferral Confirmation Deadline]**.
- Any outstanding documents or conditions of admission (e.g., transcripts, English proficiency scores) must be completed/received prior to your new start date.
- It is your responsibility to notify us immediately of any changes to your contact information.
- Any scholarships or financial aid offers may be subject to separate review, based on updated policies in the year of entry.
- Your acceptance of this deferral means you agree to abide by all current and future university policies and procedures applicable to your new entry term.

If you wish to accept this offer of admission and deferral, please sign and return the attached acceptance form, or respond via your applicant portal, by **[Response Deadline]**.

Should you have any questions about your offer or deferral status, please contact our admissions office at [Admissions Email/Phone].

We look forward to welcoming you to [University Name] in [New Term]. Thank you for choosing our institution for your academic journey.

Sincerely,

[Admissions Officer Name]

[Title]

[University Name]