

Deferment Letter Sample for University Admission Requesting One Year Delay

[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 one-year deferment of my admission to the [Program Name] for the [Intended Academic Year, e.g., Fall 2024] at [University Name]. I am very grateful for the opportunity to study at your esteemed institution and am eager to join the program.

Unfortunately, due to [briefly state your reason, e.g., unforeseen personal circumstances, medical issues, family responsibilities, or professional opportunities], I am unable to begin my studies as originally planned. I strongly believe that deferring my enrollment for one year will enable me to address my current situation and join your university fully prepared to contribute to and benefit from the academic environment.

I kindly request your understanding and approval for this deferment, allowing me to commence my studies in the [new academic year, e.g., Fall 2025]. I assure you that my commitment to joining the program remains strong, and I am more enthusiastic than ever about being part of the [University Name] community.

Please let me know if there are any forms or additional steps I need to complete as part of the deferment process. Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Application/Student ID, if applicable]