

Student address
Student ID Number:
Date of Birth:

University of Toronto address

SUBJECT: Request for deferral of admission

To whom it may concern:

It was with great pleasure that I received the acceptance offer letter from The University of Toronto for September 2015. However, it is with regret that I inform you that I will be unable to proceed with the enrollment in September 2015 despite my strong desire to study at The University of Toronto.

Unfortunate developments in my family over the past month have forced me to seek a deferral of my admission to 2016 instead. I will be grateful if you could kindly allow it.

Due to the two reasons abovementioned, I feel that it will be more suitable for me to commence studies in September 2016.

I humbly request you to consider my deferral request positively in light of my current circumstances and allow me to commence studies in September 2016.

Thank you for taking the time to consider my request.

Looking forward to your response,

Yours Sincerely,
Student name