

[THIS LETTER SHOULD BE ON DEPARTMENT LETTERHEAD]

5 January 2024

To Whom It May Concern,

Our student, [INSERT STUDENT NAME HERE], was admitted to our [INSERT DEGREE] in [INSERT PROGRAM NAME HERE] program for the [SEMESTER YEAR] semester. This student has since been approved for a deferral of their admission to the [SEMESTER YEAR] semester.

An updated letter of admission will be issued to the student in the coming months. Please make the necessary updates pertaining to this information.

Sincerely,

[SIGNATURE]
[TYPED NAME]
[TITLE]