Dear Department of Humanities,

English Literature Sri Lanka.

[DD.MM.YYYY]

Request for Deferral of Admission

I, [FULL NAME], registered under [STUDENT ID], am writing to request a deferral of my enrolment in the [NAME OF THE COURSE – YEAR] course offered by English Literature Sri Lanka.

Due to [PERSONAL CIRCUMSTANCES], I am unable to fully commit to the course at this time and would like to defer my enrolment until [MENTION THE YEAR/MONTH YOU WISH TO DEFER YOUR ENROLMENT].

I hereby confirm that the necessary documents that justify my request are attached to the form.

Thank you,

Sincerely,

[Your Name]