

[Title of Letter Receiver]

The State University of Zanzibar (SUZA)

P.O. Box 146

Tunguu Main Campus

Zanzibar, Tanzania

Tel: +255 24 223 0724

Website: www.suza.ac.tz



[Student Name]

The State University of Zanzibar (SUZA)

P.O. Box 146

Zanzibar, Tanzania

Tel: [Student Phone Number]

Email: [Student Email Address]

RE: THE LETTER FOR POSTPONEMENT

Dear Sir/Madam,

I am writing to formally request a postponement of my studies. I am currently a [Year of Study] student enrolled in the [Program of Study] program at The State University of Zanzibar (SUZA), with registration number [Registration Number].

Due to [Reason for Request], I kindly request your approval for temporary postponement effective from [Insert intended date or semester if applicable]. I understand the academic implications and am committed to resuming my studies as soon as circumstances permit.

Enclosed are relevant supporting documents to accompany this request.

Thank you for considering my application. Please do not hesitate to contact me at [Phone Number] or via email at [Email Address] should you need any further information or clarification.

Sincerely,

[Full Name]