{{fullName}} **The State University of Zanzibar (SUZA)  
P.O. Box 146  
Zanzibar, Tanzania  
Tel:** {{phoneNumber}} **{{date}}**

**[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](https://www.suza.ac.tz" \t "/home/ramah/Documents\\x/_new)

RE: THE LETTER FOR POSTPONMENT

Dear Sir/Madam,

I am writing to formally request a postponement of my studies. I am currently a year {{yearOfStudy}} student enrolled in the {{programOfStudy}} program at The State University of Zanzibar (SUZA), with registration number {{registrationNumber}}.

Due to {{reasonForRequest}}, I kindly request your approval for temporary postponement effective from {{effectiveDate}}. 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 {{phoneNumber}} or via email at {{email}} should you need any further information or clarification.

Sincerely,

{{fullName}}