

E-mail Request Deferral

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(All our students will have access to this material)

Introduction

Dear XXX,	Dear members of the Admission Office,	Dear Mr. XXX,
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Presentation

I am very happy to have been accepted to SCHOOL X. I've been working hard towards this goal and I'll do my best while attending the MBA program. Because of some changes during the application process, I write to request deferral of my entrance to January XXXX.	It has been a great honour to have been admitted at SCHOOL X for the class of XXX. Being a future member of SCHOOL X community makes me very happy. I have the desire to begin the courses as soon as possible. However, I would like to share with you and the Admissions Committee the last happenings in my life and explain why I cannot do so.
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Development

The reasons for my request are as follow: XXX (list them in order of relevance). In addition, I believe I have an even stronger reason to delay my going to the USA. It is a family issue. My father/wife/mother XXX.	Unfortunately, my wife/husband/mother/father is XXX. This means I must remain in Brazil at least until (month).	My wife will give birth in MONTH (please see medical examinations). Due to restrictions related to the imminence of the birth, she cannot travel to COUNTRY in early MONTH. It is our first child, and as you can imagine, I would like to support my wife and welcome our baby girl. This means I must remain in Brazil at least until MONTH.
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Action

However much I intend to study at SCHOOL X, I believe I have strong reasons to stay in Brazil for another XXXX and I deeply hope you accept my request and grant my deferral.	This unexpected event forces me to ask the Admissions Committee to exceptionally authorize me to postpone the beginning of my course to MONTH (class of YEAR). I would like to apologize for the inconvenience, but as I have stressed in my application essays, we are a combination of values; my personal obligations - my duties as a husband /father /son - are as important as my concern about my academic and professional development.	I understand that if the Admissions Committee authorizes me to postpone the beginning of my classes, it would be an exceptional favour.
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Closing

I most sincerely hope that I can count on your understanding, and I would like to reinforce again my interest in SCHOOL X.

Thank you very much,

XXX