**NAME NAME NAME**

**ID NUMBER**

Department of \*\*\*,

Faculty of \*\*\*,

Lagos State University, Ojo.

...date, 2024.

**To:**

The Vice Chancellor,

Lagos State University, Ojo, Lagos

**Through:**

Dean

Faculty of \*\*\*,

Lagos State University, Ojo, Lagos.

**Through:**

Head of Department.

Department of \*\*\*\*,

Faculty of \*\*\*,

Lagos State University, Ojo, Lagos.

Respected Madam,

**REQUEST FOR DEFERMENT OF FIRST SEMESTER, 2023/2024 ACADEMIC SESSION**

Most humbly, my name is **NAME NAME NAME** and I am Newly Admitted Student of Lagos State University. My JAMB Registration number/Student Identification Number is **Number, department of \*\*\*, faculty of \*\*\*.**

I am most respectfully writing you this letter to inform you about my request for deferred Matriculation for First Semester of the 2023/2024 Academic Session due to my incomplete LACACA.

I would be glad if my request is given your kind consideration and approval.

Attached to this letter are my receipt of payment, proof of admission and state of LACACA portal.

Thank you.

Yours faithfully,

**NAME NAME NAME**

**Matric Number**

**(Document compiled, edited and uploaded by #SegioOnlineServices)**