

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Financial Aid Office]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear Financial Aid Office,

I hope this message finds you well. I am writing to formally request a deferral of my financial aid due to mental health considerations that have significantly impacted my ability to maintain my studies.

Due to [briefly describe your mental health situation, e.g., "diagnosed anxiety and depression"], I have been unable to meet the academic requirements necessary to retain my financial support. I am currently seeking treatment and have been advised by my healthcare professional to take some time off to focus on my recovery and mental well-being.

Given these circumstances, I kindly request that my financial aid be deferred until [proposed date or next semester]. This would allow me the necessary time to prioritize my health and return to my studies with a renewed focus.

I have attached documentation from my healthcare provider to support my request.

Thank you for considering my situation. I appreciate your understanding and support during this challenging time. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]