Request for Postponement of University Course

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[University Name]

[Office of Student Services / Admissions]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a postponement of my enrollment in the [Course Name] scheduled for [Course Start Date] due to mental health considerations that I am currently navigating.

Over the past few months, I have been facing challenges that have affected my ability to engage fully in my studies. After consulting with my healthcare provider, it has been recommended that I take some time to focus on my mental well-being.

Understanding the impact that this course is important for my academic progress, I am committed to returning to my studies once I have adequately addressed my health needs. I kindly ask for your understanding and support in granting me a postponement for this course.

Thank you for considering my request. I am willing to provide any necessary documentation or discuss this matter further at your convenience.

Sincerely,

[Your Name]

[Student ID Number]