

# Request for Academic Deferment

Date: [Insert Date]

To: [Recipient's Name]

[Title]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a deferment of my academic studies due to pressing family obligations. Unfortunately, my family is facing significant challenges that require my immediate attention and support.

I am currently enrolled in [Program Name] at [University/College Name], and my student ID is [Your Student ID]. Due to these obligations, I believe that taking a temporary leave from my studies would be the most beneficial course of action for both my academic performance and my family's needs.

I kindly request your understanding and support in this matter. I would greatly appreciate any guidance on the deferment process and any necessary documentation you may require from me.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]