

Request for Academic Deferment

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Title/Position]
[University/College Name]
[Department Office]
[University 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 health issues that have significantly impacted my ability to perform at my best.

Due to [briefly explain health issue, e.g., "a medical condition that requires ongoing treatment"], I am unable to fulfill my academic responsibilities at this time. After consulting with my healthcare provider, it has been advised that I take time to focus on my recovery.

Given these circumstances, I kindly ask for your understanding and support in granting me a deferment for the [insert semester/academic year] so that I may return to my studies with full commitment and capability.

Thank you for considering my request. I am happy to provide any necessary documentation from my healthcare provider, as well as discuss this matter further at your convenience.

Sincerely,
[Your Name]
[Your Student ID (if applicable)]