

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[University/College Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a deferment of my academic program for [semester/year] due to mental health reasons that have significantly impacted my ability to engage fully in my studies.

Over the past few months, I have been experiencing [briefly describe your condition, e.g., anxiety, depression], which has made it increasingly challenging for me to concentrate on my coursework and maintain my usual academic performance. After consulting with my healthcare provider, it has been advised that I take time off to focus on my mental health and well-being.

I am committed to my education and wish to return to my studies once I have adequately addressed these issues. I kindly request that you consider my circumstances and allow me to defer my enrollment without penalty. I am happy to provide any necessary documentation from my healthcare provider to support my request.

Thank you for considering my situation. I greatly appreciate your understanding and support. Please let me know if there are any forms or additional information I need to provide to facilitate this process.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]