

Request for Deferment of College Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Department]

[College/University Name]

[College 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 enrollment in the [Program Name] program for the upcoming academic year due to medical issues that have arisen.

Unfortunately, I have been experiencing [briefly describe medical issue, e.g., significant health challenges] that have hindered my ability to participate fully in my studies. I have consulted with my healthcare provider, and they have advised me to focus on my recovery before undertaking academic commitments.

I am very passionate about my studies and committed to the [Program Name], and it is with regret that I must request this deferment. I believe that taking this time off will allow me to return to my studies in a strong and healthy capacity.

I kindly ask you to consider my situation and grant me the deferment for [specify time, e.g., one academic year]. I have attached my medical documentation for your reference.

Thank you for your understanding and support. I look forward to your positive response.

Sincerely,

[Your Name]