

# Request for Program Deferment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[College/University Name]

[Department Name]

[College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a deferment of my enrollment in the [Program Name] for the upcoming academic year due to mental health reasons. Over the past few months, I have been facing significant challenges that have affected my ability to perform academically and prioritize my well-being.

I have sought professional help and am currently undergoing treatment. My healthcare provider has advised that taking time off to focus on my mental health will enable me to return to my studies fully prepared and more capable of succeeding.

I would greatly appreciate your understanding and support in this matter. I am committed to my education and hope to return to [College/University Name] once I have taken the necessary time to prioritize my recovery.

Thank you for considering my request. Please let me know if you need any further documentation or information regarding my situation.

Sincerely,

[Your Name]