

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

[Recipient's Name]
[Recipient's Title]
[Institution/Organization's Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a deferment for [specify the program, course, deadline, etc.] due to medical issues that have affected my ability to [briefly explain how your medical issues impact your situation].

I have been experiencing [briefly describe your medical condition] and, after consulting with my healthcare provider, it has been recommended that I focus on my recovery during this time.

I kindly ask for your understanding and support in granting this deferment. I believe that this will allow me to return to my commitments with renewed energy and focus once my health improves.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]