

# Academic Withdrawal Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Recipient's Name],

I am writing to formally request an academic withdrawal from my current program, [Insert Program Name], due to concerns regarding my academic performance. After careful consideration and reflection on my situation, I have determined that it is in my best interest to take a step back and reassess my academic goals and personal circumstances.

I have faced challenges that have significantly impacted my ability to perform to the best of my abilities in my courses. Despite my efforts to seek help and improve my performance, I have come to the conclusion that a withdrawal is necessary for my overall well-being and future success.

I kindly ask for your guidance on the official withdrawal process and any necessary steps I should take to ensure a smooth transition. I appreciate your understanding and support during this time.

Thank you for considering my request. I hope to reconnect with my academic journey in the future under more favorable circumstances.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]