

Letter of Academic Withdrawal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request my academic withdrawal from [University Name] due to relocation. As circumstances have changed, I will be moving to [New Location] and, unfortunately, I will not be able to continue my studies.

My student identification number is [Your Student ID]. I have enjoyed my time at [University Name] and appreciate the opportunities I have had to grow academically and personally. This decision was not made lightly, but I believe it is necessary for my future endeavors.

I kindly ask you to guide me through the withdrawal process and inform me of any additional paperwork or procedures that I need to complete. Please let me know if you require any further information from my side.

Thank you for your understanding and support.

Sincerely,

[Your Name]