

# Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Advisor's Name or Academic Office],

I hope this message finds you well. I am writing to formally request an academic withdrawal for the current semester due to family obligations that require my immediate attention and presence.

This has been a difficult decision for me, as I greatly value my education and the opportunities provided by [University Name]. However, my family circumstances have necessitated that I prioritize my responsibilities at home during this time.

I kindly ask for your understanding and support in processing my withdrawal. I would appreciate any guidance on the steps necessary to proceed with this request, including any implications for my academic record and future enrollment.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Student ID Number]