

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University Name]

[Office of Registrar or Appropriate Office]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Name/Title],

I hope this message finds you well. I am writing to formally request an academic withdrawal from [University Name] due to unforeseen financial difficulties that have made it increasingly challenging for me to continue my studies.

Despite my best efforts to manage my finances and seek additional funding, I find myself unable to cover the costs associated with my education. Therefore, I believe it is in my best interest to withdraw at this time.

I would appreciate your guidance on the necessary steps I need to take to complete the withdrawal process. Additionally, I would like to understand how this decision may impact my academic record and any future re-enrollment options.

Thank you for your understanding and support during this difficult time. I look forward to your prompt response.

Sincerely,

[Your Name]

[Student ID Number]