

Academic Withdrawal Letter for Internship Placement

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Internship Coordinator's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Internship Coordinator's Name],

I am writing to formally notify you of my decision to withdraw from the internship placement at [Company/Organization Name] scheduled for [Start Date]. After careful consideration, I have determined that I need to focus on my academic commitments, which require my full attention at this time.

I appreciate the opportunity to work with your esteemed organization and am grateful for your understanding of my situation. I hope to revisit the possibility of an internship placement in the future once I have resolved my academic responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]