

# Academic Withdrawal Letter

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[University Name]  
[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request my withdrawal from the [Current Program Name] program effective [Withdrawal Date]. After careful consideration, I have decided to pursue a different academic program that aligns more closely with my career objectives and personal interests.

This decision was not made lightly, and I appreciate the knowledge and experiences I have gained during my time in the program. I am grateful for the support from faculty and my peers throughout this journey.

Please let me know if there are any formalities or paperwork required to complete this process. I aim to ensure a smooth transition and would like to express my willingness to assist in any way possible.

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

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Contact Information]