

Disenrollment from Academic Curriculum

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/College Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request my disenrollment from the [specific program/academic curriculum] at [University/College Name], effective immediately. This decision has not come easily, but due to [briefly state reason: personal circumstances, financial issues, etc.], I believe it is in my best interest to discontinue my studies at this time.

I would appreciate any assistance you could provide regarding the disenrollment process and any necessary steps I must complete. Please let me know if there are forms or documentation required on my part.

Thank you for your understanding and support during this transition. I hope to keep the possibility of returning in the future.

Sincerely,

[Your Name]