

# Withdrawal from University Program

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 [Recipient's Name],

I am writing to formally withdraw from the [specific program name] at [University Name], effective immediately. This decision was not made lightly, but after careful consideration of my personal and academic circumstances.

I would like to thank the faculty and staff for their support during my time in the program. I appreciate the educational opportunities I have had and will carry these experiences with me into the future.

Please let me know if there are any formal procedures or paperwork that I need to complete as part of this withdrawal process. I can be reached at [Your Phone Number] or [Your Email Address] for any further communication.

Thank you for your understanding.

Sincerely,

[Your Name]