

# Letter of Intent to Withdraw from Academic Studies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intent to withdraw from my academic studies at [University/College Name], effective [Insert Effective Date]. After careful consideration, I have decided that this is the best course of action for my academic and personal well-being.

I would like to express my gratitude for the support and opportunities provided during my time at [University/College Name]. It has been a valuable experience, and I appreciate the knowledge and skills I have gained.

Please let me know if there are any forms or procedures I need to complete as part of my withdrawal process. I appreciate your understanding and assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]