

# Notice to Cease Registration

Date: **[Insert Date]**

To: **[Student's Name]**

Address: **[Student's Address]**

Dear [Student's Name],

This letter serves as a formal notice regarding your registration in the [Program Name] at [Institution Name]. As per our records, it has been determined that your continued enrollment is not in compliance with the academic and administrative policies of the institution.

Effective [Insert Effective Date], you are required to cease your registration in the [Program Name]. This decision is a result of [brief explanation of reasons, e.g., failure to meet academic standards, non-compliance with program requirements].

Please ensure that you complete any necessary formalities by this date and return any materials belonging to the institution. If you have any questions or require clarification regarding this notice, you may contact [Contact Person/Department] at [Contact Information].

We appreciate your understanding in this matter and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Institution Address]

[Contact Information]