

Withdrawal Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Department Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally confirm my withdrawal from the [Course Name] course, code [Course Code], for the [Term/Year]. My decision to withdraw is due to [brief explanation of reason, if desired].

Please consider this letter as my official notice of withdrawal. I would appreciate receiving a confirmation of my withdrawal at your earliest convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]