

Letter of Withdrawal from Academic Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[University/College Name]

[University/College Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request my withdrawal from [University/College Name] for the [Specify Term/Year]. My student ID number is [Your Student ID]. After careful consideration, I have decided that it is in my best interest to withdraw from my academic courses due to [briefly explain reason, if comfortable].

I would like to ensure that I complete all necessary procedures for a smooth withdrawal and would appreciate your guidance on the steps I need to take. Please let me know if there are any forms or documentation required from my end.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]