

# Withdrawal from Academic Online Course Enrollment

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Course Coordinator  
Institution's Name  
Institution's Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my enrollment from the [Course Name] course that I have been participating in during the [Term/Year]. My student ID is [Your Student ID].

Due to [brief reason for withdrawal, e.g., personal reasons, health issues, etc.], I am unable to continue my studies at this time. I appreciate the knowledge and experience gained from the course thus far and regret that I must take this step.

Thank you for your understanding and support. Please let me know if there are any formalities or final steps I need to complete regarding my withdrawal.

Sincerely,  
[Your Name]