

Withdrawal from Educational Representation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally withdraw my participation in the educational representation program at [Institution Name], effective immediately. This decision has not been easy, but I believe it is necessary for my personal and academic growth at this time.

I appreciate the opportunities I have had during my time in this program and the support from faculty and peers. I look forward to staying connected with the community and wish everyone continued success.

Thank you for your understanding.

Sincerely,

[Your Name]