

Withdrawal from Course Enrollment

Date: [Insert Date]

To,

[Professor/Advisor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor/Advisor's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to withdraw from the [Course Name] (Course Code: [Course Code]) for the [Semester/Year]. After careful consideration of my current situation, I have decided that it is in my best interest to withdraw at this time.

I appreciate the knowledge and support I have received thus far. I am grateful for the opportunity to learn and grow through this course, but due to [reason for withdrawal, e.g., personal circumstances, health issues, etc.], I find it necessary to take this step.

Please let me know if there are any additional steps I need to take to complete my withdrawal process. I would appreciate your support and guidance during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]