

Certification Exam Withdrawal Notice

Date: [Insert Date]

To: [Certification Body/Organization Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Subject: Withdrawal from Certification Exam

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw my registration for the [Name of Certification Exam] scheduled on [Exam Date]. Due to [Reason for Withdrawal], I regretfully cannot proceed with the exam at this time.

I appreciate your understanding and support regarding my decision. Please let me know if there are any further steps I need to take or any forms I need to fill out to formalize my withdrawal.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]