

Course Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution's Name]

[Department's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a withdrawal from the [Course Name/Code] due to academic difficulties that I have been experiencing this semester. Despite my efforts to cope with the challenges, I find that I am unable to maintain the necessary academic performance in this course.

I believe that withdrawing at this time will allow me to focus on my remaining courses and improve my overall academic standing. I understand the importance of this decision and assure you that it was not made lightly.

I kindly ask for your understanding and support in this matter. If you require any additional information or documentation, please feel free to contact me at your convenience.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Student ID (if applicable)]