

Course Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Department Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a withdrawal from the course [Course Name/Code] due to unforeseen job commitments that have arisen. After careful consideration, I have determined that I will not be able to allocate the necessary time and effort to succeed in this course while managing my professional responsibilities.

I appreciate the opportunity to be part of this course and regret any inconvenience that my withdrawal may cause. I hope to return to my studies once my work situation stabilizes.

Please let me know if there are any formal steps or paperwork I need to complete to finalize my withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]