

Course Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 the withdrawal from my [Course Name] course, [Course Code], for the [Term/Year]. Unfortunately, due to personal reasons, I am unable to continue my studies at this time.

I have greatly appreciated the opportunity to learn and engage in this course. However, after careful consideration, I believe it is in my best interest to withdraw.

Please let me know if there are any formalities that I need to complete or if you require additional information regarding my request.

Thank you for your understanding.

Sincerely,

[Your Name]