

Course Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department or Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a withdrawal from the [Course Name] course, course code [Course Code], due to my unsatisfactory experience throughout the semester.

Despite my initial excitement about the course, I have found that the instruction and support provided have not met my expectations. I believe that this choice is in my best academic interest.

I kindly ask that you process my withdrawal and confirm it at your earliest convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]