

# Course Withdrawal Request Due to Family Emergency

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 my course, [Course Name], section [Section Number], for the [specific term, e.g., Fall 2023], due to a family emergency that requires my immediate attention.

Despite my best efforts to manage my academic responsibilities, circumstances have arisen that make it impossible for me to continue effectively in this course. I understand the implications of this request and assure you it was not made lightly.

I kindly ask for your understanding in this matter and for assistance with processing this withdrawal. Please let me know if you need any further information or documentation regarding my situation.

Thank you for considering my request. I hope to re-enroll once my family situation stabilizes.

Sincerely,

[Your Name]

[Student ID Number]