

Course Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Office Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from my course, [Course Name], due to financial reasons that have impacted my ability to continue with my studies.

Despite my best efforts to manage my finances, unforeseen circumstances have arisen, making it difficult for me to afford the associated costs of this course. I believe that withdrawing at this time is the best decision for my financial stability.

I kindly ask you to process my withdrawal and provide me with any necessary documentation or confirmation regarding this matter. If there are any further steps I need to take, please let me know.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Student ID Number]