

Course Withdrawal Request for Health Issues

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department/Office Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a withdrawal from my [Course Name, Course Code] due to health issues that have impacted my ability to attend and perform in this course effectively. Despite my dedication, my health has worsened, making it challenging for me to keep up with the coursework.

I have consulted with my healthcare provider, who has advised me to take a break to focus on my recovery. I appreciate your understanding and support during this difficult time.

Thank you for considering my request. I would appreciate any guidance on the formalities required for this withdrawal.

Sincerely,

[Your Name]