

# Course Withdrawal Request for Program Transfer

Date: [Insert Date]

[Your Full Name]

[Your Student ID]

[Your Program Name]

[Your Contact Information]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

Dear [Recipient Name],

I am writing to formally request a withdrawal from my current course, [Course Name/Code], as I plan to transfer to a different program, [New Program Name].

Due to [brief reason for transfer], I believe that this change will better align with my academic and career goals.

I appreciate your understanding and assistance with this matter. Please let me know if there are any forms or procedures I need to complete as part of this withdrawal process.

Thank you for your support.

Sincerely,

[Your Full Name]

[Your Signature (if submitting a hard copy)]