

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Institution Name]

[Department Name]

[Institution Address]

[City, State, Zip Code]

Dear [Advisor's Name or Department Head],

I am writing to formally request a withdrawal from my [Course Name/Code] due to my upcoming relocation. Unfortunately, the move will make it challenging for me to continue attending classes and fulfilling course requirements.

I have thoroughly enjoyed this course and appreciate the valuable knowledge I have gained. However, due to unforeseen circumstances regarding my relocation, I believe it is in my best interest to withdraw at this time.

Please let me know the necessary steps I need to take to process my withdrawal and if you require any additional information from my side.

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

Sincerely,

[Your Name]

[Student ID (if applicable)]