

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Honors Program Coordinator Title]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request to opt out of the Honors Program for the upcoming academic year. After careful consideration, I have decided that it would be best for me to focus on my current coursework and activities.

I appreciate the opportunities that the Honors Program provides, and I am grateful for the support and encouragement that I have received. However, at this time, I believe that stepping away from the program will allow me to better manage my commitments and academic goals.

Thank you for your understanding. I hope to maintain a positive relationship with the program in the future and look forward to exploring other opportunities.

Sincerely,

[Your Name]