

Withdrawal from Educational Program

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Admissions Office
Name of Educational Institution
Institution's Address
City, State, Zip Code

Dear Admissions Office,

I am writing to formally withdraw my enrollment from the [Name of Program] at [Name of Educational Institution], effective [Date of Withdrawal].

Due to [brief explanation of reason, e.g., personal circumstances, financial reasons, etc.], I have decided that it is in my best interest to withdraw at this time.

I appreciate the opportunity to have been part of the program and thank you for your understanding. Please let me know if there are any formalities that I need to complete as part of this withdrawal process.

Sincerely,

Your Name