

# Withdrawal from Environmental Science Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw from the Environmental Science program at [University Name] effective immediately.

Due to [brief reason for withdrawal, e.g., personal circumstances, financial issues, etc.], I have found it necessary to make this decision. I appreciate the education and support I have received during my time in the program.

Please let me know if you need any further information or if there are formalities I need to complete as part of this withdrawal process.

Thank you for your understanding.

Sincerely,

[Your Name]