

Withdrawal from Library Science Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw from the Library Science program at [University Name], effective immediately. After careful consideration, I have decided that this is the best course of action for my personal and professional goals.

I appreciate the opportunities for learning and growth that I have experienced during my time in the program and am grateful for the support of the faculty and my fellow students.

Please let me know if there are any formalities I need to complete regarding my withdrawal. Thank you for your understanding.

Sincerely,

[Your Name]