

Withdrawal from Data Science Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Department Name]

[University/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally withdraw from the Data Science Program at [University/Institution Name], effective [Insert Effective Date]. After careful consideration, I believe this decision is in my best interest.

I am grateful for the opportunities and experiences I have gained while part of the program. I appreciate the support from the faculty and my peers during my time here.

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

Thank you for your understanding.

Sincerely,

[Your Name]