

Academic Withdrawal Letter

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Title]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Insert Recipient's Name],

I am writing to formally withdraw from the [Insert Program Name] at [Insert Institution's Name], effective immediately. After careful consideration, I have decided that this is the best course of action for my personal and academic circumstances.

I want to express my gratitude for the support and guidance I received during my time in the program. I appreciate the valuable experiences and knowledge I gained, which I will carry with me in my future endeavors.

Please let me know if there are any formalities that I need to complete in order to finalize my withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]