

Course Withdrawal Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision to withdraw from the [Course Name] course, effective [Withdrawal Date].

This decision was not made lightly, as I have greatly appreciated the opportunity to learn and engage with the material and fellow students. However, due to [reason for withdrawal], I feel it is in my best interest to withdraw at this time.

Please let me know the necessary steps I should take to complete my withdrawal process. I would also appreciate any information regarding any potential implications this may have on my academic record.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Student ID Number]