

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department Name]

[University/College Name]

[University/College Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my intent to withdraw from the [Course Name] course (Course Code: [Course Code]) for the [Semester/Year] semester.

This decision was not made lightly, but I believe it is in my best interest to prioritize my academic performance and well-being at this time. I understand that this may have implications for my academic progress, and I am prepared to discuss any necessary steps moving forward.

I would appreciate your guidance on the formal process and any paperwork that needs to be completed to finalize my withdrawal.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Student ID Number]