

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Subject: Notification of Withdrawal from [Program Name]

Dear [Recipient's Name],

I am writing to formally notify you of my withdrawal from the [Program Name] at [Institution's Name], effective [Last Date of Attendance or Today's Date].

This decision was not made lightly, and I have carefully considered my circumstances. [Briefly explain the reason for withdrawal if comfortable, e.g., personal reasons, health issues, financial constraints, etc.].

I am grateful for the opportunities and experiences I have had while being a part of this program. I appreciate the support from the faculty and staff throughout my time here.

Please let me know if there are any formalities or specific procedures I need to follow regarding my withdrawal, including any necessary paperwork.

Thank you for your understanding.

Sincerely,

[Your Name]