

Petition for Course Withdrawal

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Department or Office Name]

[Insert Institution Name]

[Insert Institution Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from [Insert Course Name, Course Code]. My name is [Insert Your Full Name], and I am a [Insert Year, e.g., sophomore] student majoring in [Insert Major]. My student ID is [Insert Student ID].

Due to [briefly explain the reason, e.g., unforeseen personal circumstances, health issues, workload challenges], I believe it is in my best interest to withdraw from this course to maintain my overall academic performance. I have given this matter considerable thought and have consulted with [Insert any advisors or relevant persons] regarding my situation.

I understand that the deadline for course withdrawal is [Insert Deadline], and I have taken the necessary steps to ensure my academic standing remains intact. I have also explored alternative options and have concluded that course withdrawal is the most appropriate action.

Thank you for considering my petition. I appreciate your understanding and support during this challenging time. Please let me know if there are any further steps or documentation required to process my request.

Sincerely,

[Insert Your Full Name]

[Insert Your Contact Information]

[Insert Your Degree Program]