

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a drop of my course, [Course Name and Code], for the [semester/term/year].

Unfortunately, [brief explanation of the reason, e.g., personal circumstances, health issues, academic workload]. I believe that dropping this course is in my best interest at this time.

I appreciate your understanding and assistance in this matter. Please let me know if you require any additional information or documentation to process my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]