

Request to Discontinue Course Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the discontinuation of my enrollment in the [Course Name] course, scheduled to commence on [Start Date].

Due to [brief explanation of reason, e.g., unforeseen personal circumstances, employment commitments], I am unable to continue with the course at this time. I understand the policies regarding course discontinuation and assure you that this decision was not made lightly.

I would appreciate your assistance in processing my request and confirming the discontinuation of my enrollment. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]