

Withdrawal from Online Course Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw from the [Course Name] online course program, effective immediately. Due to [brief explanation of reason, e.g., personal circumstances, health issues], I am unable to continue my studies at this time.

I appreciate the opportunity to have been part of this program and thank you for your understanding. Please let me know if there are any formalities I need to complete regarding my withdrawal.

Thank you for your support.

Sincerely,

[Your Name]