

Formal Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Registrar's Name or Appropriate Contact],

I am writing to formally withdraw from [Institution Name] effective immediately. My student ID number is [Your Student ID].

This decision has not come lightly, and I appreciate the opportunities and experiences I have gained during my time here.

Please let me know what steps I need to complete to finalize my withdrawal and if there are any forms or obligations I must fulfill.

Thank you for your understanding.

Sincerely,

[Your Name]