

Notification of Discontinuation of Studies

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to discontinue my studies at [Institution's Name], effective [Last Date of Attendance].

This decision has not been made lightly, and I appreciate the support and knowledge I have gained during my time here. However, due to [brief explanation of reason, e.g., personal circumstances, health issues, etc.], I believe that stepping away from my studies is in my best interest at this time.

I kindly request that you guide me through the process of completing any necessary administrative steps regarding my discontinuation. Please let me know if there are forms I need to fill out or any other requirements I must fulfill.

Thank you for your understanding and support. I hope to stay in touch and wish the best for you and [Institution's Name] in the future.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]