

Request for Academic Withdrawal

Date: [Insert Date]

To: [Recipient's Name]
[Department Name]
[University Name]
[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an academic withdrawal from my current program, [Program Name], for the [Current Semester/Year]. Due to [brief explanation of reason, e.g., personal circumstances, health issues], I believe that it is in my best interest to withdraw at this time.

I have thoroughly considered my options and have decided that stepping back from my studies will allow me to address these challenges effectively. I have already consulted with my academic advisor and understand the implications of this decision.

I kindly ask that you guide me through the necessary steps to complete my withdrawal, as well as any forms or documentation that needs to be submitted. I appreciate your understanding and assistance regarding this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]
[Program Name]
[University Name]