

Course Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Department Name]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from my academic course, [Course Name], due to significant financial difficulties that have arisen unexpectedly.

Despite my best efforts to manage my financial situation, I find myself unable to continue my studies without compromising my wellbeing. This decision was not made lightly, as I value the education and experiences gained so far. However, I believe it is in my best interest to focus on resolving my financial issues before I can commit fully to my studies.

I would greatly appreciate any guidance on the withdrawal process and any potential implications this may have on my academic record or future enrollment. Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Student ID Number]