

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Registrar's Office

University Name

University Address

City, State, Zip Code

Dear Registrar,

I am writing to formally request a withdrawal from my [Course Name] course (Course Code) due to concerns regarding my academic performance. After thoughtful consideration, I believe that stepping back from this course will be in my best interest for my overall academic success.

Despite my efforts to engage with the course materials and participate actively, I have been struggling to meet the academic standards expected in this class. I have sought assistance and utilized available resources, but unfortunately, I find it difficult to manage the workload alongside my other commitments.

I kindly ask for your understanding and support in processing my withdrawal from this course. I appreciate any guidance you can provide regarding any additional steps I need to take in this process.

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

Sincerely,

Your Name

Your Student ID