

# Course Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Institution Name]

[Department Name]

[Institution 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 [Course Name or Course Code] for the [Semester and Year] due to unforeseen scheduling conflicts.

Despite my efforts to manage my schedule, I have encountered overlapping commitments that make it challenging for me to attend the course while maintaining my responsibilities. I value the opportunity to learn, but regrettably, I must prioritize my other obligations at this time.

I appreciate your understanding and support regarding this matter. Please let me know if there are any formalities I need to complete for this withdrawal. Thank you for your consideration.

Sincerely,

[Your Name]