

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Office of Academic Affairs

University Name

University Address

City, State, Zip Code

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request my withdrawal from the [Course Name] course, section [Section Number], for the [Semester/Year]. After careful consideration, I have concluded that this decision is necessary due to [brief reason, e.g., personal circumstances, health issues, etc.].

It is with great regret that I take this step, as I have greatly enjoyed the material covered in this course and appreciate the effort put forth by you and my peers. I am grateful for the support and knowledge that you have imparted and hope to apply it in my future studies.

Thank you for your understanding and support. If there are any formal procedures I need to follow to complete this withdrawal, please let me know. I appreciate your assistance in this matter.

Sincerely,

Your Name