Course Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Office Name]

[Institution's Name]

[Institution's 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 the [Course Name or Course Code] due to pressing family obligations that require my immediate attention.

This decision has not come lightly, as I value my education and the opportunities it provides. However, under the current circumstances, I find it necessary to prioritize my family's needs at this time.

I would appreciate your guidance on the proper procedures to finalize this withdrawal and any implications it may have on my academic record. Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Student ID (if applicable)]