

Course Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Office Name]

[University/College Name]

[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/Code] for the [Semester/Term] due to my commitments associated with an internship that coincides with the course schedule.

While I have greatly enjoyed the course and have learned a lot, the demands of the internship require my full attention at this time. After careful consideration, I believe that stepping back from the course is necessary for my academic and professional growth.

I would appreciate your guidance on the formal withdrawal process and any necessary paperwork I need to complete. Thank you for your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Student ID]