

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Office Name]

[Institution 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 my current academic course, [Course Name], for the [Term/Year]. This decision has not come easily, but after careful consideration, I have decided to pursue another opportunity that aligns more closely with my academic and professional goals.

I appreciate the knowledge and skills I have gained from this course so far, and I have the utmost respect for the faculty and my fellow classmates. However, I believe that this new opportunity will greatly benefit my future.

Please let me know the necessary steps I need to take to finalize my withdrawal. Thank you for your understanding and support.

Sincerely,

[Your Name]