

Course Withdrawal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Title]

[Department]

[University/College Name]

[University Address]

[City, State, Zip Code]

Subject: Request for Course Withdrawal

Dear [Recipient's Name],

I am writing to formally request a withdrawal from the [Course Name/Code] due to my upcoming relocation. My decision comes after careful consideration of my personal circumstances, and I believe this is the best course of action for me at this time.

My reason for withdrawing is my upcoming move to [relocation city or state], which will significantly impact my ability to attend classes and fulfill the course requirements. I have greatly appreciated the knowledge and experience gained thus far, and it is with regret that I must take this step.

Please let me know if there are any formalities I need to complete or if you require further information regarding my withdrawal. I understand that this may affect my academic standing, and I am prepared to follow all necessary procedures to finalize this process.

Thank you for your understanding and support during this time. I hope to return to [University/College Name] in the future once I have settled in.

Sincerely,

[Your Name]

[Student ID Number]