

Course Withdrawal Request

Date: [Insert Date]

To: [Instructor's Name]

Course: [Course Name]

Institution: [Institution Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from [Course Name] for the current semester due to personal reasons that have arisen unexpectedly.

Despite my best efforts to keep up with the coursework, I find that I am unable to manage my responsibilities effectively at this time. I believe that it would be in my best interest to withdraw from the course to focus on my personal circumstances.

I appreciate the knowledge and support you have provided thus far, and I hope to have the opportunity to enroll in your class in the future when I am in a better position to succeed.

Thank you for your understanding. I look forward to your response regarding my request.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]