

Academic Withdrawal Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

This letter serves as confirmation of my academic withdrawal from [University Name] for the [specific term/year], effective immediately. I have made this decision in light of my plans to study abroad in [Country/Program Name] for my academic and personal growth.

I understand the implications of this withdrawal on my academic record and hope to re-enroll upon my return from studying abroad. I appreciate your assistance in processing this withdrawal and ensuring that my records reflect this change.

Please feel free to contact me at the phone number or email provided above should you require any further information.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]