

# Withdrawal from Evening Class Enrollment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name or Appropriate Contact],

I am writing to formally withdraw my enrollment from the evening classes at [School Name] for the [specific course or program name].

Due to [brief explanation of the reason, e.g., personal circumstances, schedule conflicts], I am unable to continue my participation in the program.

I appreciate the understanding and support I have received from the staff and instructors during my time at the school. Please let me know if there are any formal procedures I should follow regarding my withdrawal.

Thank you for your attention to this matter.

Sincerely,

[Your Name]