

Distance Learning Discontinuation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of my decision to discontinue my participation in the distance learning program at [Institution Name]. This has not been an easy choice, but after careful consideration, I believe it is in my best interest at this time.

I want to express my gratitude for the support and guidance I have received during my time in the program. I have learned a great deal and appreciate the efforts of the instructors and staff.

Please let me know if there are any formal procedures I need to follow to complete this process. I look forward to your confirmation of my discontinuation from the program.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]