

Course Withdrawal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Advisor's Name/Enrollment Office],

I hope this message finds you well. I am writing to formally request my withdrawal from the [Course Name/Code] for the [Term/semester, e.g., Fall 2023]. Due to [brief reason for withdrawal, e.g., personal circumstances, health issues, etc.], I find myself unable to continue with the course at this time.

I understand the implications of this withdrawal and am prepared to fulfill any necessary procedures or documentation required by the institution. Please let me know if there are further steps that I need to complete.

Thank you for your understanding. I appreciate your assistance in this matter.

Sincerely,

[Your Name]

[Student ID Number]