

Withdrawal from Online Program

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Current Date]

To: [Program Coordinator's Name]

[Institution/Program Name]

[Institution Address]

Subject: Withdrawal from Online Program

Dear [Program Coordinator's Name],

I hope this message finds you well. I am writing to formally withdrawal from the [Name of Program] effective immediately. Due to [brief reason for withdrawal], I have decided that I am unable to continue my studies.

I appreciate the knowledge and skills I've gained during my time in the program. I am grateful for the support received from faculty and peers.

Please let me know if there are any formalities I need to complete as part of the withdrawal process.

Thank you for your understanding.

Sincerely,

[Your Name]