

## **Subject: Request to Drop Webinar Course**

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request to drop the [Course Name] webinar course that I am currently enrolled in.

Due to [brief reason for dropping the course, e.g., personal circumstances, scheduling conflicts], I believe it is in my best interest to withdraw from this course at this time.

Please let me know the necessary steps I need to follow to complete this process. I appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]