

Language Course Withdrawal Notice

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of my intention to withdraw from the [Course Name] language course, which I have been enrolled in since [Enrollment Date].

Due to [brief explanation of reason for withdrawal, e.g., personal circumstances, health issues, scheduling conflicts], I find it necessary to discontinue my participation in the course.

I would like to thank the instructors and staff for their support. I have greatly appreciated the learning experience.

Please let me know if you require any further information or documentation regarding my withdrawal.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]