

# Letter of Intent to Drop Art Class

Date: [Insert Date]

To: [Instructor's Name]

Art Department

[School/University Name]

[Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally notify you of my intent to drop the Art class, [Class Name/Code], for this semester. After careful consideration, I have decided that it is in my best interest to focus on my other courses at this time.

I truly appreciate the knowledge and insights I have gained in your class and the effort you put into teaching. It has been a valuable experience for me, and I hope to have the opportunity to take a class with you in the future.

Please let me know if there are any formal procedures I need to follow to complete this process. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]