

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title or Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a withdrawal from [Course Name or Course Code] due to mental health considerations. After careful consideration, I have determined that it is in my best interest to prioritize my well-being at this time.

I have been facing challenges that have affected my ability to engage fully with the coursework, and I believe that stepping back will allow me to seek the necessary support and focus on my mental health.

I would appreciate your guidance on the withdrawal process and any necessary steps I need to take to ensure this is handled appropriately. Please let me know if you require any additional information or documentation.

Thank you for your understanding and support regarding my situation. I look forward to your response.

Sincerely,

[Your Name]