

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Instructor's Name]

[Course Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally withdraw from [Course Title], section [Section Number], for personal reasons that have arisen unexpectedly. This decision has not come lightly, as I have greatly appreciated the lessons and insights gained during this course.

My personal circumstances have made it increasingly difficult for me to dedicate the time and effort needed to succeed in the class. After careful consideration, I believe that this is the best course of action for my current situation.

I want to express my gratitude for your support and understanding during this time. I hope to enroll in your classes again in the future when my circumstances allow.

Thank you for your understanding.

Sincerely,

[Your Name]