

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Department, if applicable]

[Institution's Address]

[City, State, ZIP Code]

Subject: Course Withdrawal Request due to Financial Hardship

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request my withdrawal from [Course Name or Course Code] for the [Term/Year] due to significant financial hardship.

Unfortunately, I have encountered unexpected financial challenges that have made it increasingly difficult for me to continue my studies in this course. Despite my best efforts to manage my situation, I believe it is in my best interest to withdraw at this time.

I kindly ask for your understanding and support as I navigate this difficult period. I would appreciate any guidance you can provide regarding the withdrawal process and any potential implications for my academic record.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Student ID Number, if applicable]