

Course Withdrawal Notification

Date: [Insert Date]

To: [Advisor/Department Name]

From: [Your Name]

Student ID: [Your Student ID]

Program: [Your Program]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Advisor's Name/Department Name],

I am writing to formally notify you of my decision to withdraw from the course titled "[Course Name]" (Course Code: [Course Code]) for the [Term/Year]. After careful consideration, I believe that this decision is in the best interest of my academic progress and personal circumstances.

I appreciate the support and understanding of the faculty and staff during my time in this program. Please let me know if there are any formalities I need to complete to finalize this withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Program]