

Course Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

To: [Advisor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from the course [Course Name] (Course Code: [Course Code]) for the [Semester/Year].

Due to [briefly explain reason - e.g., personal challenges, medical issues, academic workload], I have determined that it would be in my best interest to withdraw from this course. I have consulted with my academic advisor and believe that this decision will allow me to focus on my remaining courses and maintain my overall academic performance.

I understand that the deadline for withdrawal is [insert deadline], and I am hopeful that this request can be processed accordingly. Please let me know if you require any further information or documentation to facilitate this request.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]