

Formal Request to Withdraw from Course

Date: [Insert Date]

To: [Instructor's Name]

[Department Name]

[University/College Name]

[University Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request to withdraw from [Course Name] (Course Code: [Course Code]) for the [Semester/Term] due to [brief explanation of reason, e.g., personal circumstances, health issues, etc.].

After careful consideration, I believe that this decision is in my best interest to ensure that I can focus on my overall academic performance and well-being. I have enjoyed the course thus far and have gained valuable insights, and it is with regret that I make this request.

Please let me know if you require any additional information or documentation to process my withdrawal. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Program/Major]