

Voluntary Course Withdrawal Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Office of the Registrar

University Name

University Address

City, State, Zip Code

Dear Registrar,

I hope this message finds you well. I am writing to formally request a voluntary withdrawal from my current courses for the [insert semester/year], due to unforeseen family obligations that require my immediate attention.

This decision was not made lightly, as I value my education greatly. However, my current family situation necessitates my presence and support at home. I believe stepping back from my studies at this time is in the best interest of my family and my academic performance.

I kindly ask you to process my withdrawal and provide me with any necessary information regarding my academic record and future enrollment options.

Thank you for your understanding and support during this difficult time. I look forward to returning to my studies once my family situation stabilizes.

Sincerely,

[Your Name]

[Your Student ID]