

# Withdrawal from Online Course

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw from the [Course Name] course that I am currently enrolled in, effective immediately. My decision is based on [briefly explain reason, e.g., personal commitments, health issues, etc.].

I would appreciate your guidance on any necessary steps I need to take and any outstanding matters that need to be addressed regarding my withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]