

Student Withdrawal Notification

Date: [Insert Date]

To: [Records Office/ Registrar's Office]

From: [Your Name]

Student ID: [Your Student ID]

Subject: Notification of Student Withdrawal

Dear [Records Officer's Name or "Records Team"],

I am writing to formally notify you of my decision to withdraw from [University/College Name] effective [Last Date of Attendance]. This decision has not come easily, and I have considered it thoroughly.

I would appreciate it if you could process my withdrawal and provide me with any necessary documentation regarding my academic records and status. Should you need additional information or forms completed, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Address]