

# Student Withdrawal Confirmation

Date: [Insert Date]

To: [Student Name]

Address: [Student Address]

Dear [Student Name],

We are writing to confirm the completion of your withdrawal process from [School/Institution Name]. Your request for withdrawal has been processed, and your last day of attendance was [Last Attendance Date].

Please take note of the following important information regarding your withdrawal:

- Your academic records will remain on file at [School/Institution Name].
- If applicable, please ensure that any outstanding fees are settled.
- Re-enrollment procedures for the future can be obtained from our admissions office.

If you have any further questions or require any assistance, please do not hesitate to contact us at [Contact Information]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[School/Institution Name]

[Contact Information]