

Course Withdrawal Acknowledgment

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter is to formally acknowledge the receipt of your request for course withdrawal from [Course Name] for the [Semester/Term, Year]. We have processed your request, and your withdrawal has been successfully completed as of [Withdrawal Date].

If you have any questions about your academic standing or the impact of this withdrawal, please feel free to contact the academic advising office.

Thank you for notifying us, and we wish you the best in your future academic endeavors.

Sincerely,

[Your Name]
[Your Title/Position]
[Institution Name]