

# Course Withdrawal Confirmation

Date: [Insert Date]

To,

[Student's Name]

[Student's Address]

Dear [Student's Name],

This letter is to confirm that we have received your request for withdrawal from the [Course Name] course, effective [Withdrawal Date]. Your formal withdrawal has been processed successfully.

If you have any further questions or need assistance regarding your academic standing or future courses, please feel free to contact us.

Thank you for being a part of our institution.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]