

Course Withdrawal Confirmation

Date: [Insert Date]

Dear [Student's Name],

We have received your request to withdraw from the [Course Name] course. This letter serves as confirmation of your withdrawal.

Your withdrawal is effective as of [Effective Date]. Please note that any financial implications or academic consequences have been previously communicated to you.

If you have any questions or require further assistance, please do not hesitate to contact our office.

Thank you for your time in the course, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]