

Course Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from the [Course Name] (Course Code: [Course Code]) for the [Semester/Term Year].

Due to [brief explanation of the reason for withdrawal, e.g., personal circumstances, health issues, academic challenges], I have decided that it is in my best interest to withdraw from this course at this time.

I understand the implications of this decision and assure you that I have sought guidance regarding this matter before reaching my conclusion.

Please let me know if there are any forms or additional information you need from me to process this withdrawal request.

Thank you for your understanding.

Sincerely,

[Your Name]