

Letter of Intent to Withdraw from Course

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Title
Department Name
University/College Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally notify you of my intent to withdraw from the [Course Name] (Course Code) for the [Term/Semester] at [University/College Name]. I have given this decision considerable thought and it is based on [brief reason for withdrawal, e.g., personal circumstances, health issues, changes in academic focus].

My student ID number is [Your Student ID]. I would appreciate your assistance in ensuring that I follow all necessary procedures for this withdrawal and that any relevant documentation is processed accordingly.

Thank you for your understanding. I hope to have the opportunity to return to [University/College Name] in the future.

Sincerely,
[Your Name]