

# Course Withdrawal Notification

Date: [Insert Date]

To: [Recipient's Name]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to withdraw from the [Course Name/Code] for the [Semester/Term, Year]. After careful consideration, I believe this is the best course of action for my academic journey.

Please let me know if there are any formalities or additional steps I need to complete regarding this withdrawal. I appreciate your understanding and support in this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]