

Course Withdrawal Letter

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

[Recipient's Name]
[Department/Office Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the withdrawal from the [Course Name] course, [Course Code], for the [Term/Year]. After careful consideration, I have decided that this is the best course of action for my academic and personal circumstances.

I appreciate the opportunities I have had in this course and the efforts of the instructional staff. Please let me know if there are any official procedures I need to complete for this withdrawal to be processed.

Thank you for your understanding and support.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]