

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Institution Name]

[Department Name]

[Institution Address]

[City, State, Zip Code]

Dear [Advisor/Professor's Name],

I am writing to formally notify you of my decision to withdraw from the following course:

Course Title: [Insert Course Title]

Course Code: [Insert Course Code]

Semester: [Insert Semester/Year]

This decision was not made lightly, but due to [briefly explain the reason, e.g., personal circumstances, academic difficulties], I believe it is in my best interest to withdraw from this course.

Please let me know if you require any further information or if there are additional steps I need to take to complete my withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]