

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Study Abroad Coordinator's Name]

[University/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Study Abroad Coordinator's Name],

I am writing to formally withdraw my participation from the [Program Name] study abroad program scheduled for [Start Date]. After careful consideration, I have decided that it is in my best interest to discontinue my involvement due to [a brief reason, e.g., personal, financial, academic reasons].

I understand the implications of this decision and am committed to completing any necessary paperwork to finalize my withdrawal. Please let me know if there are any specific steps I need to take or forms I need to complete.

I appreciate the support and the opportunity provided to me, and I hope to consider future options once my situation stabilizes.

Thank you for your understanding.

Sincerely,

[Your Name]