

# Course Withdrawal Request

Date: [Insert Date]

To: [Instructor's Name]  
[Course Title]  
[Department Name]  
[University/College Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from [Course Title] due to unforeseen family obligations that require my immediate attention.

It is with regret that I must step away from this course, as I have found the content to be both engaging and valuable. However, my current family circumstances necessitate this decision, and I believe it is in the best interest of my academic and personal commitments.

I appreciate your understanding and support during this time. If there are any formal procedures I need to follow to complete this withdrawal process, please let me know. Thank you for your guidance and support.

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Contact Information]