

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

Admissions Office
[Institution's Name]
[Institution's Address]
City, State, Zip Code

Dear [Admissions Officer's Name],

I hope this message finds you well. I am writing to formally request the withdrawal from the [Course Name] course for the [Semester/Year] due to personal circumstances that have arisen unexpectedly.

Despite my initial enthusiasm for the course, I have encountered challenges that prevent me from fully participating and succeeding in my studies. After careful consideration, I believe that it is in my best interest to withdraw at this time.

I appreciate the understanding and support from the faculty and staff during this challenging period. I have enjoyed the learning experience and hope to return to complete my studies in the future.

Thank you for your attention to this matter. Please let me know if you require any further information or documentation regarding my withdrawal.

Sincerely,
Your Name