

# Course Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Instructor's Name]

[Course Title]

[College/University Name]

[College/University Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally withdraw from the [Course Title] class due to unforeseen employment opportunities that require my immediate attention.

It has been a difficult decision, as I have enjoyed the course and have learned valuable insights under your guidance. However, after careful consideration, I believe that this opportunity is crucial for my professional growth.

I appreciate your understanding in this matter and hope to have the chance to take another course with you in the future.

Thank you for your support.

Sincerely,

[Your Name]