

# Course Withdrawal Request

Date: [Insert Date]

To: [Instructor's Name]

Course: [Course Name and Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request my withdrawal from [Course Name] due to an excessive workload that has become overwhelming for me this semester. Despite my best efforts to manage my time and responsibilities, I have found it increasingly difficult to keep up with the demands of the course.

After careful consideration, I believe that stepping back from this course will allow me to focus on my other commitments and maintain my overall academic performance. I appreciate the knowledge and skills I have gained so far and hope to revisit this subject in a future semester under better circumstances.

Thank you for your understanding and support in this matter. Please let me know if there are any forms or procedures I need to complete for the withdrawal process.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]