

Course Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw from my course, [Course Name/Code], for the [Semester/Term] due to financial difficulties that I am currently experiencing.

After careful consideration, I have concluded that it is in my best interest to focus on resolving these financial issues. I appreciate the support and understanding that the institution has provided me during my tenure here.

Please let me know if there are any forms or procedures I need to complete in order to finalize my withdrawal. I hope to return to my studies once my financial situation improves.

Thank you for your understanding.

Sincerely,

[Your Name]