

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a withdrawal from my course, [Course Name], for the current semester due to mental health reasons. After careful consideration, I believe it is in my best interest to prioritize my mental well-being at this time.

While I have greatly enjoyed the coursework and appreciate the support from faculty and peers, I have found it increasingly difficult to manage my mental health alongside my academic responsibilities. I think that stepping back from this course is necessary for my recovery.

I would appreciate any guidance you can provide regarding the withdrawal process and any necessary steps I need to complete. Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]