

Course Withdrawal Request

Date: [Insert Date]

To: [Insert Name of the Academic Advisor/Registrar]

[Insert Name of the Institution]

[Insert Address of the Institution]

Dear [Insert Name of the Academic Advisor/Registrar],

I am writing to formally request a withdrawal from my current course, [Insert Course Name], due to a program change. I have decided to pursue a different academic path that aligns more closely with my career goals.

My student ID is [Insert Student ID], and I am currently enrolled in the [Insert Program Name]. I would appreciate your assistance in processing this withdrawal at your earliest convenience.

Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]