

Course Withdrawal Request Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Student ID]
[Your Email Address]

[Recipient's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from the course [Course Name and Code] for the [Semester/Year] due to academic reasons. After careful consideration, I believe that it is in my best interest to focus on my other courses and manage my academic workload more effectively.

I have encountered [briefly explain the academic reasons, e.g., personal challenges, health issues, difficulty with course material] that have affected my performance and overall academic experience. As such, I believe that withdrawing from this course is the most prudent decision for my academic success.

I kindly request that you process my withdrawal and confirm my status in the course. I appreciate your understanding and support regarding my situation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Contact Number]