

# Course Withdrawal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Registrar's Office/Relevant Department],

I hope this letter finds you well. I am writing to formally request my withdrawal from [Course Name and Course Code] due to my decision to transfer to another institution.

My full name is [Your Full Name], and I am currently enrolled as a [Your Year/Program] student. My student ID is [Your Student ID]. As I have decided to continue my studies at [New Institution Name], I would like to ensure that my course withdrawal is processed smoothly.

Please let me know if you require any additional documentation or information to facilitate this request. I appreciate your assistance in this matter.

Thank you for your understanding.

Sincerely,

[Your Name]