

Course Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Department/Office Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a withdrawal from the course [Course Title] (Course Code: [Course Code]) due to ongoing academic challenges that have significantly impacted my ability to succeed in this course.

Despite my efforts to manage my responsibilities, I have encountered difficulties that have hindered my academic performance. After careful consideration, I believe that withdrawing from this course is in my best interest to focus on my overall well-being and academic success.

I would appreciate your guidance on completing the withdrawal process and any implications this may have on my academic record. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Student ID (if applicable)]