

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Institution Name]

[Department Name]

[Institution Address]

[City, State, Zip Code]

Dear [Instructor's/Advisor's Name],

I hope this message finds you well. I am writing to formally withdraw from the [Course Name] course that I am currently enrolled in. After careful consideration, I have decided to change my career direction, which will require me to pursue a different path than I originally intended.

This decision was not made lightly, as I have greatly appreciated the knowledge and experience gained thus far. However, I believe that this change is necessary for my personal and professional growth.

I kindly request to complete the necessary procedures for my withdrawal and to be acknowledged that I will not be continuing with the course. I appreciate your understanding in this matter.

Thank you for your support and guidance throughout my time in this course. I wish you and the rest of the class all the best in the future.

Sincerely,

[Your Name]