

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution Name]

[Department/Office]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a withdrawal from [Course Name/Code] for the current semester due to personal reasons. After careful consideration, I have determined that this is the best course of action for my circumstances.

I appreciate the knowledge and experiences I have gained in this course. I hope to return to my studies at [Institution Name] in the future when my situation has improved.

Please let me know the steps I need to take to complete this withdrawal process. Thank you for your understanding.

Sincerely,

[Your Name]