

# Course Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Department/Office Name]

[Institution Name]

[Institution 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 [Course Name and Course Code] due to unforeseen family obligations that require my immediate attention.

Despite my efforts to manage my commitments, I find that I am unable to fulfill the course requirements at this time. I believe that withdrawing is the best course of action for my current situation.

I kindly ask for your understanding and support in processing my withdrawal. If there are any forms or procedures I need to complete, please let me know. I appreciate your assistance in this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Student ID (if applicable)]