

# Course Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[University/College Name]

[Department/Office Name]

[School Address]

[City, State, ZIP Code]

Dear [Recipient's Name or "Academic Advisor"],

I hope this message finds you well. I am writing to formally request a withdrawal from my course, [Course Name and Code], due to unforeseen financial constraints that have made it increasingly difficult for me to continue my education at this time.

Despite my best efforts to secure additional funding, my current financial situation has resulted in the need to reassess my academic commitments. I believe that withdrawing from this course is the most appropriate action for me to take in order to focus on resolving my financial issues.

I understand the implications of withdrawing from a course and am committed to following any necessary procedures to ensure this process is completed properly. Please let me know what steps I need to take and any forms I need to fill out to finalize this withdrawal.

Thank you for your understanding and support. I appreciate your assistance during this challenging time.

Sincerely,

[Your Name]