

Course Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Institution's Name]

[Department Name]

[Institution's Address]

[City, State, Zip Code]

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

I am writing to formally withdraw from my current course, [Course Name and Code], due to international travel commitments that require my immediate attention. Despite my interest in the course, the timing conflicts with my travel plans that were made prior to the course's commencement.

I appreciate the knowledge that I have gained thus far and hope to enroll in this course in the future, once my commitments allow for it.

Thank you for your understanding.

Sincerely,

[Your Name]