

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a withdrawal from [Course Name or Course Code] for the current semester due to mental health considerations. After careful consideration and discussions with my healthcare provider, I have concluded that stepping back from this course is necessary for my well-being.

I understand the importance of participating in academic activities and am committed to my education; however, during this time, I believe that prioritizing my mental health is essential for my overall progress. I kindly ask for your understanding and support in this matter.

Please let me know if there are any forms or additional processes I need to complete to facilitate this withdrawal. I appreciate your assistance and understanding during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]