

Course Withdrawal Letter

Date: _____

Your Name

Your Address

Your City, State, ZIP Code

Your Email

Phone Number

To:

[Instructor's Name]

[Course Title]

[Institution's Name]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from the [Course Title] for the [semester/term] due to a valuable internship opportunity that has recently presented itself to me.

This internship aligns closely with my career goals and will provide me with hands-on experience in the field. After careful consideration, I believe that pursuing this opportunity is essential for my professional development.

I sincerely appreciate your guidance and support throughout the course, and I hope to register for other courses with you in the future. Please let me know if there are any forms or procedures I need to complete for the withdrawal process.

Thank you for your understanding.

Best regards,

[Your Name]