

Course Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request my withdrawal from [Course Name or Course Code] as I will be relocating to [New City] due to [reason for relocation, e.g., family, job opportunity].

My last day of attendance was [Last Day of Attendance], and I hope to complete any necessary paperwork to finalize my withdrawal as soon as possible.

Thank you for your understanding, and I appreciate the support I've received during my time in this course.

Sincerely,

[Your Name]