

# Academic University Withdrawal Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name or Title],

I am writing to formally explain my decision to withdraw from [University Name] for the [specific semester/academic year]. This decision was not made lightly, and I would like to provide insight into my circumstances.

Due to [briefly explain your reasons, e.g., personal health issues, family obligations, financial difficulties], I have found it increasingly challenging to maintain my academic responsibilities. After much consideration, I believe that taking a step back is in the best interest of my well-being and future academic pursuits.

I have appreciated the opportunities and experiences I have gained while at [University Name]. It is with a heavy heart that I make this decision. I am committed to addressing my current situation and hope to return in the future should circumstances allow.

Thank you for your understanding and support during this time. Please let me know if you require any further information or documentation regarding my withdrawal.

Sincerely,

[Your Name]