

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[University's Name]

[University's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a withdrawal from my studies at [University's Name] due to financial reasons. Despite my best efforts to manage my finances, I have encountered unforeseen circumstances that have made it increasingly difficult for me to continue my education at this time.

I have greatly valued my time at [University's Name] and the education I have received; however, I believe it is in my best interest to withdraw until I am in a more stable financial position.

Please let me know the necessary steps I need to take to complete this process. I appreciate your understanding and support during this challenging time.

Thank you for your assistance.

Sincerely,

[Your Name]