

Immediate University Withdrawal Notice

Date: [Insert Date]

To: [Name of the University Registrar/Office]

[University Name]

[University Address]

Dear [Registrar's Name],

I am writing to formally notify you of my immediate withdrawal from [University Name]. My name is [Your Full Name], and my student ID is [Your Student ID]. Due to [brief reason for withdrawal, e.g., personal circumstances, health issues], I find it necessary to discontinue my studies at this time.

I request that you process my withdrawal effective immediately and provide me with any necessary documents regarding my status. I would appreciate any information regarding tuition refunds and the return of my financial aid.

Thank you for your understanding. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]