

Withdrawal Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name/Office of the Registrar],

I am writing to formally request my withdrawal from [University Name] due to [brief reason for withdrawal]. My student ID is [Your Student ID].

I have carefully considered this decision and believe it is in my best interest to pursue this course of action. I would appreciate it if you could guide me through the withdrawal process and inform me of any necessary steps I need to take.

Thank you for your understanding and assistance during this time. I hope to keep in touch and potentially return in the future.

Sincerely,

[Your Name]