

University Withdrawal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from my studies at [University Name] due to personal circumstances that have significantly impacted my ability to continue my education.

Due to [briefly explain your circumstances, e.g., medical issues, family obligations, etc.], I find it necessary to step back from my academic commitments at this time. This decision has not been made lightly, as I have greatly valued the opportunity to learn and grow at [University Name].

I kindly request your assistance with the withdrawal process and any necessary paperwork that may be required from my end. I understand that there may be implications regarding my academic record and financial responsibilities, and I am prepared to discuss these matters at your earliest convenience.

Thank you for your understanding and support during this challenging time. I am hopeful to return to my studies once my circumstances allow it.

Sincerely,

[Your Name]