

Voluntary Withdrawal Request

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Office of Student Affairs

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Office of Student Affairs/Specific Recipient],

I hope this letter finds you well. I am writing to formally request my voluntary withdrawal from [University Name] effective [Insert Effective Date].

My decision to withdraw has not been an easy one; however, due to [brief reason for withdrawal, e.g., personal circumstances, financial issues, health concerns], I believe it is in my best interest to step back at this time.

I would appreciate your guidance on any necessary steps I need to take to finalize this process. Additionally, please inform me about any implications regarding my academic record and future enrollment possibilities.

Thank you for your understanding and support during this time. I hope to return to [University Name] in the future under more favorable circumstances.

Sincerely,

[Your Name]