

# Letter of Advance Notice for Program Withdrawal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution Name]

[Department Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you of my decision to withdraw from the [Program Name] at [Institution Name], effective [Last Day of Attendance]. This decision has not come lightly, and after considerable thought, I believe this is the best course of action for my future.

I am grateful for the opportunities I've had while enrolled in the program and for the support provided by the faculty and staff. I truly appreciate all that I have learned during my time in [Program Name].

Please let me know the procedures I need to follow to complete my withdrawal, including any necessary paperwork that may be required.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Student ID Number, if applicable]