

University Admission Withdrawal Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

Admissions Office

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Admissions Officer's Name],

I am writing to formally notify you of my withdrawal from the admission process for the [specific program name] at [University Name] for the [academic year/semester]. I appreciate the opportunity to be considered for admission, but due to [brief explanation of reason, e.g., personal circumstances, change in plans], I have decided to withdraw my application.

Thank you for your understanding. I wish the university continued success and hope to have the opportunity to apply again in the future.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]