

Withdrawal from Graduate Program Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Office]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Admissions Office/Specific Contact Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance from the [Name of Graduate Program] at [University Name], which I was offered for the [Term/Year]. After careful consideration, I have decided to pursue another opportunity that aligns better with my current goals.

I want to express my gratitude for the offer and the support I received during the application process. It was an honor to be considered for the program, and I appreciate all the efforts from the faculty and staff.

I wish the [University Name] community continued success and hope to keep in touch in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]