

Withdrawal from Study Abroad Program

Date: [Your Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Program Coordinator's Name]

[University/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Program Coordinator's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance from the [Name of Study Abroad Program] scheduled for [Dates of Program].

After careful consideration, I have decided that it is in my best interest to not participate in the program at this time due to [brief reason if you wish to disclose it, e.g., personal or academic commitments].

I want to express my gratitude for the opportunity and support provided during the application process. I appreciate the hard work of the team and the experiences offered by the program.

Please confirm the receipt of my withdrawal. I apologize for any inconvenience this may cause and wish the program continued success.

Thank you for your understanding.

Sincerely,

[Your Name]