

Withdrawal Letter from International Exchange Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw from the [Name of the International Exchange Program] scheduled for [Program Dates].

After careful consideration, I have decided that this is the best course of action for my personal and academic circumstances at this time. I am grateful for the opportunity to participate and for all the support provided by your team.

Please let me know if there are any formalities or procedures I need to follow as part of this withdrawal process.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]