

Withdrawal from Extracurricular Activity

Date: [Insert Date]

Dear [Activity Coordinator's Name],

I hope this message finds you well. I am writing to formally withdraw my participation from the [Name of Extracurricular Activity] effective immediately.

After careful consideration, I believe it is in my best interest to step back due to [briefly explain reason, e.g., personal commitments, academic workload].

I appreciate the opportunity I had to be a part of this activity and the support from you and my fellow participants.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]