

Withdrawal from Student Leadership Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Program Coordinator's Name]

[Program Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Program Coordinator's Name],

I am writing to formally withdraw from the [Student Leadership Program name] effective [insert date]. This decision was not made lightly, as I have greatly valued the experiences and opportunities the program has provided me.

However, due to [briefly explain reason, e.g., personal commitments, health issues, academic workload], I believe it is in my best interest to step away at this time.

I appreciate the support and guidance I have received thus far and hope to remain in touch. Thank you for understanding my situation.

Sincerely,

[Your Name]