

Admission Withdrawal Letter

Date: [Your Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[University/College Name]

[Department Name]

[University Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw my admission for the [Program Name] at [University/College Name], which I was offered on [Offer Date]. After careful consideration, I have decided to pursue other academic opportunities that align better with my current goals.

I appreciate the opportunity to join your esteemed institution and the support I have received throughout the admission process. I have great respect for [University/College Name] and the education it offers.

Please let me know if there are any further steps I need to take to complete my withdrawal process.

Thank you once again for your understanding.

Sincerely,

[Your Name]