

Admission Withdrawal Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Office of Admissions

University Name

University Address

City, State, Zip Code

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally withdraw my admission application for the [Program Name] at [University Name] for the [Fall/Spring] [Year] term.

After careful consideration, I have decided to pursue another opportunity that aligns more closely with my personal and professional aspirations. I appreciate the time and effort the admissions team has dedicated to reviewing my application.

Thank you once again for the offer of admission. I wish [University Name] continued success in the future.

Sincerely,

[Your Name]