

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University/College Name]

[Admissions Office]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally withdraw my admission for the upcoming academic year due to unforeseen family commitments that require my immediate and ongoing attention.

This was not an easy decision to make, as I was very much looking forward to joining [University/College Name] and contributing to the campus community. However, the needs of my family must take precedence at this time.

I appreciate the opportunity extended to me and am grateful for the support provided during the admissions process. I hope to be able to reapply in the future once my situation stabilizes.

Thank you for understanding, and I wish the university continued success.

Sincerely,

[Your Name]