

Letter of Admission Withdrawal

Date: [Insert Date]

To,
[Admission Office]
[Institution's Name]
[Institution's Address]

Subject: Letter of Admission Withdrawal

Dear [Admission Officer's Name],

I hope this letter finds you well. I am writing to formally withdraw my admission to [Program Name] for the academic year [Year]. This decision has been prompted by my recent relocation to [New Location], which makes it impractical for me to attend your esteemed institution.

I sincerely appreciate the opportunity extended to me and the support from the admission team during the application process. I hold your institution in high regard and do not take this decision lightly.

Please let me know if there are any formalities I need to complete regarding my withdrawal. I would be grateful if you could confirm the receipt of this letter.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Student ID (if applicable)]