

# Withdrawal from Summer Program

Date: [Insert Date]

To: [Program Coordinator's Name]

[University Name]

[University Address]

[City, State, Zip]

Dear [Program Coordinator's Name],

I hope this message finds you well. I am writing to formally withdraw from the [Name of Summer Program] that I was enrolled in for the [Year] summer session. Due to [brief reason for withdrawal, e.g., personal circumstances, health issues, etc.], I am unable to participate as planned.

I appreciate the opportunity to have been a part of this program, and I sincerely apologize for any inconvenience my withdrawal may cause. Please let me know if there are any necessary steps I should take to finalize my withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]