

Withdrawal from Language Course Enrollment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw from the [Name of Language Course] at [Institution Name], effective immediately. Due to [brief reason for withdrawal, e.g., personal circumstances, schedule conflicts], I am unable to continue with the course.

I appreciate the opportunity to have participated in the program and thank you for your understanding. Please let me know if you need any further information or if there are forms I need to complete for this withdrawal.

Thank you for your assistance.

Sincerely,

[Your Name]