

# Course Withdrawal Appeal Letter

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for a withdrawal from the [Course Name] (Course Code: [Course Code]) due to significant academic difficulties that I have been experiencing this semester.

Despite my best efforts to manage my coursework, I have encountered unexpected challenges, including [briefly explain your difficulties, e.g., personal issues, health issues, or workload]. These circumstances have severely impacted my ability to succeed in this course and maintain my overall academic performance.

After careful consideration, I believe that officially withdrawing from this course is the most appropriate course of action to ensure my academic goals are not compromised. I have consulted with my academic advisor, [Advisor's Name], and they support this decision.

I kindly request your understanding and approval of my withdrawal from [Course Name]. I am committed to regaining my academic footing and focusing on my health and well-being during this challenging time.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Student ID]