

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Instructor's Name]

[Course Title]

[School/University Name]

[School Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from [Course Title] due to unforeseen family issues that require my immediate attention. This decision was not made lightly, as I have greatly enjoyed the course and have learned a lot.

Regrettably, my circumstances have changed, and I need to prioritize my family at this time. I want to ensure that my responsibilities to the course are not neglected and believe that a withdrawal is in the best interest of both myself and the class.

I appreciate your understanding and support regarding this matter. Please let me know if there are any formalities I need to complete to finalize this withdrawal.

Thank you for your guidance throughout the semester. I hope to have the opportunity to enroll in your courses in the future once my personal situation stabilizes.

Sincerely,

[Your Name]