

# Course Withdrawal Form

Date:

To: [Course Coordinator's Name]

[Department Name]

[Institution Name]

[Institution Address]

Dear [Course Coordinator's Name],

I hope this message finds you well. I am writing to formally request a withdrawal from the [Course Name] due to unforeseen employment commitments that require my immediate attention.

My details are as follows:

- Name: [Your Name]
- Student ID: [Your Student ID]
- Course Code: [Course Code]
- Contact Information: [Your Email] | [Your Phone Number]

I appreciate the support and understanding of the faculty during this time. I hope to enroll in this course in the future when my schedule permits.

Thank you for your attention to this matter. Please let me know if any further information is required.

Sincerely,

[Your Name]