

Course Withdrawal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request withdrawal from the [Course Name] due to my commitment to upcoming internship opportunities that align with my career goals.

Despite my interest in the course, I believe that the invaluable experience I will gain from the internship will be more beneficial at this stage of my professional development.

Please let me know the necessary steps I need to take to complete this withdrawal process, including any paperwork required. I appreciate your understanding and support in this matter.

Thank you for your consideration.

Sincerely,

[Your Name]