

# Course Withdrawal Letter for Mental Health Concerns

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office Name]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to formally request my withdrawal from the [Course Name/Code] due to ongoing mental health concerns that I have been experiencing. After careful consideration and consultation with my healthcare provider, I believe it is in my best interest to prioritize my mental well-being at this time.

I understand the implications of withdrawing from this course and I assure you that this decision was not made lightly. I am committed to maintaining my academic progress and will take the necessary steps to ensure a smooth transition.

I kindly ask for your understanding and support regarding this matter. Please let me know if you require any further documentation or if there are specific procedures I need to follow to complete the withdrawal process.

Thank you for your attention to this matter. I appreciate your understanding and support during this challenging time.

Sincerely,

[Your Name]