

# Course Withdrawal Notice

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient Name],

I am writing to formally notify you of my decision to withdraw from [Course Name] for personal circumstances that require my immediate attention.

While I have greatly appreciated the opportunity to participate in the course, I am unable to continue due to [briefly explain personal circumstances, if comfortable].

I understand the implications of this decision and am willing to follow any necessary procedures for the withdrawal process.

Thank you for your understanding in this matter. I hope to return to my studies in the future under better circumstances.

Sincerely,

[Your Name]