

# Course Withdrawal Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my decision to withdraw from [Course Name/Code] due to financial challenges that I am currently facing. Despite my best efforts to manage my situation, I am unable to continue with my studies at this time.

I appreciate the opportunity to have been a part of [Institution's Name] and I have gained valuable experiences during my time in the course. I hope to return in the future once my financial situation improves.

Please let me know if there are any formalities I need to complete regarding this withdrawal. Thank you for your understanding.

Sincerely,

[Your Name]