

Your Name

Your Address

City, State, Zip Code

Email Address

Date

To Whom It May Concern,

I am writing to formally request the withdrawal of my study permit application, which I submitted on [insert date of application] under the application number [insert application number].

Due to [briefly explain reason for withdrawal, e.g., personal circumstances, program change], I have decided not to pursue my studies in [insert program/field] at [insert institution].

I would appreciate your assistance in processing my withdrawal, and I kindly request a confirmation of this withdrawal for my records.

Thank you for your attention to this matter. Please feel free to contact me via email or phone if you need further information.

Sincerely,

Your Name