

Withdrawal from Inter-University Exchange Program

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw from the inter-university exchange program scheduled for [insert semester/year]. After careful consideration, I have decided that it is in my best interest to not participate.

I appreciate the opportunity that was given to me and understand the implications of this decision. I will ensure that all necessary steps are taken to finalize my withdrawal and hope to maintain a positive relationship with both universities in the future.

Thank you for your understanding. Please let me know if you need any further information from my side.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program of Study]

[Your Contact Information]