

Withdrawal of University Admission

Date: [Insert Date]

Admissions Office

[University Name]

[University Address]

Dear Admissions Committee,

I hope this message finds you well. I am writing to formally withdraw my admission to [University Name] for the [insert term/year] due to my plans to take a gap year.

After careful consideration, I have decided to pursue personal and professional development opportunities that I believe will enrich my future academic journey. My gap year will allow me to gain experiences that I feel are important before beginning my studies.

I would like to express my sincere gratitude for the opportunity to be admitted to [University Name]. I hold the university in high regard and hope to consider reapplying in the future once I have completed my gap year.

Thank you for your understanding. Please let me know if you require any further information or documentation regarding my withdrawal.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]