

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Department/Office Name]

[University Address]

[City, State, Zip Code]

Subject: Resignation from University Student Visa Extension

Dear [Recipient's Name],

I am writing to formally resign from my application for the extension of my student visa at [University Name] due to personal reasons that require my immediate attention. This decision was not made lightly, but I believe it is in my best interest at this time.

I sincerely appreciate the support and opportunities I have received during my time at the university. I am grateful for the knowledge and experiences that have enriched my academic journey.

Please let me know if there are any formalities I should complete from my side. Thank you for your understanding.

Sincerely,

[Your Name]