

Withdrawal from Online Course Enrollment

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Recipient Name: [Instructor/Administrator Name]

Institution Name: [Institution Name]

Institution Address: [Institution Address]

City, State, Zip: [City, State, Zip]

Dear [Instructor/Administrator Name],

I hope this message finds you well. I am writing to formally withdraw from the [Course Name] online course, which I enrolled in on [Enrollment Date]. After careful consideration, I have decided that it is in my best interest to discontinue my studies at this time due to [briefly state reason, e.g., personal circumstances, health issues, etc.].

I understand that my withdrawal may require the completion of certain administrative processes. Please let me know if there are any further steps I need to take to finalize my withdrawal.

Thank you for your understanding and support. I appreciate the opportunity to have been a part of this course.

Sincerely,

[Your Name]