

# Letter of Withdrawal from Music Program

Date: [Insert Date]

To: [Program Coordinator's Name]  
[Music Program Name]  
[Institution's Name]

Dear [Program Coordinator's Name],

I hope this message finds you well. I am writing to formally withdraw from the [Music Program Name] effective immediately. This decision has not come easily, but due to [briefly state reason, e.g., personal circumstances, health issues, etc.], I must prioritize my current situation.

I am grateful for the lessons and experiences I have gained during my time in the program. I sincerely appreciate all the support from the instructors and fellow students.

Please let me know if there are any formalities I need to complete regarding my withdrawal.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Contact Information]