

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally withdraw my application for the [Job Title] position at [Company Name], which I applied for on [Application Date]. After careful consideration, I have decided to prioritize my academic commitments and will not be able to proceed with the application process.

I sincerely appreciate the opportunity to have been considered for the position and thank you for your understanding. I wish [Company Name] continued success and hope to cross paths in the future.

Thank you for your understanding.

Best regards,
Your Name