

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Department's Name]  
[University's Name]  
[University's Address]  
[City, State, Zip Code]

Dear [Department Head's Name or Academic Advisor's Name],

Subject: Withdrawal from B.Tech Program

I hope this letter finds you well. I am writing to formally request my withdrawal from the Bachelor of Technology (B.Tech) program at [University's Name], effective immediately. My student ID is [Your Student ID].

After careful consideration, I have decided to pursue a different path that aligns more closely with my personal and professional goals. This decision was not made lightly, and I appreciate all the support I have received during my time at [University's Name].

I would be grateful if you could guide me through the withdrawal process and let me know if there are any official forms or procedures I need to complete. Additionally, please provide information regarding any implications this may have on my academic record and financial obligations.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Student ID]