

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Office of the Registrar]
Central Georgia Technical College
[Address of the College]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Withdrawal from Central Georgia Technical College

I hope this message finds you well. I am writing to formally request my withdrawal from Central Georgia Technical College, effective immediately. My full name is [Your Full Name], and my student ID number is [Your Student ID Number]. I am currently enrolled in [Your Program or Course Name]. Due to [brief explanation of reason for withdrawal, e.g., personal reasons, health issues, relocation], I find it necessary to discontinue my studies at this time.

I would appreciate any guidance on the withdrawal process and any necessary documentation I need to complete. Please confirm the status of my withdrawal and let me know if there are additional steps I should take.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]