

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

[Recipient's Name]  
[Institution Name]  
[Department Name]

[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a withdrawal from my studies at [Institution Name] for the [semester/year]. My student ID number is [Your Student ID].

I have carefully considered this decision, and due to [briefly explain reason, e.g., personal circumstances, health issues, financial challenges], I believe that withdrawing is the best option for me at this time.

I kindly ask for your assistance in processing my withdrawal and any necessary documentation that needs to be completed. Please let me know if there are any forms or procedures I need to follow to finalize this process.

Thank you for your understanding and support. I appreciate the educational opportunities I have received and hope to return in the future.

Sincerely,

[Your Name]  
[Your Student ID]