

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

Office of the Registrar
Fort Valley State University
1005 State University Drive
Fort Valley, GA 31030

Dear Registrar,

I hope this letter finds you well. I am writing to formally request an academic withdrawal from Fort Valley State University for the [specific semester/academic year, e.g., Fall 2023].

Due to [briefly explain the reason, e.g., personal circumstances, health issues, etc.], I believe that withdrawing from my courses is the best option for my current situation.

Please let me know if you require any further information or if there are specific forms I need to complete as part of the withdrawal process. I appreciate your understanding and assistance during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Student ID Number]
[Program/Major]