

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

The Dean

[Department Name]  
[Institute Name, e.g., Indian Institute of Technology]  
[Institute Address]  
[City, State, Zip Code]

Subject: Request for Withdrawal from [Program Name/Academic Year]

Dear [Dean's Name or "Dean"],

I hope this letter finds you well. I am writing to formally request my withdrawal from the [specific program, e.g., B.Tech in Computer Science] at [Institute Name], effective [last date of attendance or semester].

Due to [briefly explain reason for withdrawal, e.g., personal circumstances, health issues, or other commitments], I find it necessary to step away from my studies at this time. This decision was not made lightly, and I am grateful for the support and opportunities I have received during my time at the institute.

Please let me know if there are any formalities I need to complete or documents I need to submit for this process. I appreciate your understanding in this matter and hope to keep the door open for potential future studies at [Institute Name].

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID Number]