

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

Office of the Registrar
JFK University

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

Dear [Registrar's Name],

I hope this letter finds you well. I am writing to formally request my withdrawal from JFK University, effective immediately. My student ID is [Your Student ID].

After careful consideration, I have decided to pursue other opportunities that align with my personal and academic goals. This was not an easy decision, as I have greatly appreciated my time at JFK University and the educational experiences I have received.

Please let me know if there are any forms or procedures I need to complete to finalize my withdrawal. I would appreciate any assistance you can provide regarding the process.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Program/Department]