

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

[Recipient's Name]  
[Recipient's Title]  
[Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a withdrawal from [Course Name/Code] for the [current semester/term]. Due to [briefly state reason, e.g., personal circumstances, health issues, etc.], I am unable to continue my participation in this course.

I have carefully considered my decision, and I believe that withdrawing is in the best interest of my academic performance and overall well-being. I appreciate the support and understanding of the faculty and administration during this challenging time.

I kindly request your assistance in processing my withdrawal from this course and would be grateful for any guidance on next steps to ensure a smooth transition.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Student ID Number]