

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

Office of the Registrar
Northern Virginia Community College
[Campus Address]
[City, State, Zip Code]

Dear Office of the Registrar,

I am writing to formally request a withdrawal from my courses at Northern Virginia Community College for the [Current Term/Session, e.g., Fall 2023]. My student ID is [Your Student ID Number].

Due to [brief reason for withdrawal, e.g., personal circumstances, health issues, etc.], I am unable to continue my studies at this time. I appreciate the education I have received thus far and regret having to take this step.

Please let me know if there are any forms or additional steps I need to complete as part of this withdrawal process. I would appreciate any guidance you can provide regarding my next steps.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Student ID Number]