

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

[Recipient's Name]
[Title/Position]
[College/University Name]
[Department/Office Name]
[College/University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request my withdrawal from [College/University Name] for the [specific term/year, e.g., Fall 2023 semester]. Due to [brief explanation of your reasons, e.g., personal circumstances, health issues, financial difficulties], I believe that this decision is in my best interest at this time.

My student ID number is [Your Student ID Number]. I have taken the necessary steps to ensure that my academic responsibilities are managed, and I understand the implications of this withdrawal on my academic record.

I kindly ask you to guide me through the formal withdrawal process and inform me of any further actions I need to complete.

Thank you for your understanding and support.

Sincerely,

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