

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

Office of the Registrar  
Ogden University  
[University Address]  
[City, State, Zip Code]

Dear Office of the Registrar,  
Subject: Course Withdrawal Request

I hope this message finds you well. I am writing to formally request a withdrawal from the following course for the [specific semester/term] semester:

Course Name: [Course Title]  
Course Code: [Course Code]  
Instructor: [Instructor's Name]

Due to [brief explanation of the reason for withdrawal, e.g., personal challenges, health issues, etc.], I have found it increasingly difficult to keep up with the coursework and meet the expectations of the class. Despite my best efforts, I believe that withdrawing is the best course of action for my academic success.

I kindly request your assistance in processing this withdrawal. Please let me know if there are any forms I need to complete or further steps I need to take.

Thank you for your understanding. I appreciate your attention to this matter.

Sincerely,  
[Your Name]  
[Student ID]