

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

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

Dear Registrar,

I am writing to formally request a withdrawal from my course, [Course Name and Code], for the [specific semester, e.g., Fall 2023 semester]. My student ID number is [Your Student ID].

Due to [brief explanation of reason, e.g., personal circumstances, health issues], I am unable to continue my studies in this course. I have explored other options but believe that withdrawing at this time is the best decision for my academic progress.

Please let me know if you require any further information or documentation to process my request.

Thank you for your understanding.

Sincerely,  
[Your Name]

[Your Student ID]