

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University/Institution Name]
[Department Name]
[University Address]
[City, State, Zip Code]
Subject: Withdrawal from PG Diploma Program

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request my withdrawal from the Postgraduate Diploma program in [Program Name] at [University/Institution Name], effective immediately.

Due to [brief explanation of your reason for withdrawal, e.g., personal circumstances, health issues, career changes], I have made the difficult decision to discontinue my studies.

I appreciate the support and knowledge I have gained during my time at [University/Institution Name]. Please let me know if there are any formalities I need to complete regarding my withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]
[Student ID (if applicable)]