

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

[Registrar's Office/Student Services]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Registrar's Office/Student Services],
Subject: Course Withdrawal Request

I hope this letter finds you well. I am writing to formally request a withdrawal from the following course(s) for the [Semester/Term Year]:

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

I have carefully considered my decision and, due to [brief explanation of the reason for withdrawal, e.g., personal circumstances, health issues, etc.], I believe this is the best course of action for my academic journey.

I understand the implications of this withdrawal on my academic record and future coursework and assure you that this decision was not made lightly.

Please let me know if you require any further information or documentation to process my request. Thank you for your understanding and support.

Sincerely,

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