

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

[University Name]
[Office of Admissions]
[University Address]
[City, State, Zip Code]

Dear Admissions Office,

Subject: Withdrawal of Admission Application

I hope this message finds you well. I am writing to formally withdraw my admission application for the [specific program/degree] for the [academic year/term] at [University Name].

After careful consideration, I have decided to pursue other opportunities that align more closely with my academic and professional goals. I appreciate the time and effort that the admissions committee has put into reviewing my application.

Please confirm the withdrawal of my admission status. Thank you for your understanding, and I wish [University Name] continued success in the future.

Sincerely,

[Your Name]
[Your Application Number]