

[Your Name]
[Your Student ID]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

Office of the Registrar
University of Toronto
[University Address]
[City, Province, Postal Code]

Dear Registrar,

Subject: Withdrawal from Course/Program

I hope this letter finds you well. I am writing to formally withdraw from my [course/program name] at the University of Toronto for the [specific term/year, e.g., Fall 2023]. My decision has been influenced by [briefly explain reason, e.g., personal circumstances, health issues, etc.].

Please consider this letter as my official request for withdrawal. I understand the implications this may have on my academic record and future enrollment.

I would appreciate your confirmation of my withdrawal and any further necessary steps I may need to take. Thank you for your understanding and support during this time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]