

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

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

Dear Registrar,

I am writing to formally request a withdrawal from Vermont State University for the [specific term, e.g., Fall 2023] semester. My student ID number is [Your Student ID].

Due to [brief reason for withdrawal, e.g., personal circumstances, health issues, academic challenges], I have made the difficult decision to withdraw from my studies at this time.

Please let me know the next steps I need to take in order for my withdrawal to be processed. I appreciate your assistance throughout this process.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]