

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

[Recipient Name]
[Title/Position]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request my withdrawal from [specific program, course, or organization] effective [specific date]. After careful consideration, I have decided that this is the best course of action for my current situation.

I appreciate the opportunities I have received during my time in [program/course/organization], and I am grateful for the support from the faculty and staff. This decision was not made lightly, and I hope to maintain a positive connection moving forward.

Please let me know if there are any forms or procedures that I need to complete to finalize my withdrawal.

Thank you for your understanding.

Sincerely,

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