

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

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

Dear [Recipient's Name],

Subject: Official Withdrawal Request

I hope this letter finds you well. I am writing to formally request my withdrawal from [Program/Institution Name] effective [Last Date of Attendance or Specific Date].

Due to [briefly state reason for withdrawal, e.g., personal circumstances, health issues, or other relevant reasons], I have made the difficult decision to discontinue my studies. I understand the implications of this decision and assure you that it was not made lightly.

Please let me know if there are any forms or procedures I need to complete to finalize my withdrawal. I appreciate your assistance and understanding in this matter.

Thank you for your support during my time at [Institution/Organization Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID (if applicable)]