

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Organization Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
I am writing to formally request a withdrawal from
[Program/Course/Institution] effective [Desired Withdrawal Date].
After careful consideration, I have decided to pursue other opportunities
that align more closely with my personal and professional goals.
Please let me know if there are any forms or procedures I need to
complete to facilitate this process. I appreciate your understanding and
support.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]