

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

Dear [Scholarship Committee/Specific Name if known],

Subject: Withdrawal from WBS Scholarship

I hope this message finds you well. I am writing to formally withdraw my application for the WBS scholarship for the [specific academic year/semester].

[Briefly explain your reason for withdrawal, e.g., personal circumstances, acceptance of another scholarship, change in academic plans, etc.].

I appreciate the opportunity to apply for this scholarship and thank you for your time and consideration. I wish the best for all applicants moving forward.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]