

[Your Name]
[Your Student ID]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department Name]
[University/College Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Course Withdrawal Request

I hope this message finds you well. I am writing to formally request withdrawal from the course [Course Name and Code] for the [Semester/Term, Year].

Due to [brief explanation of the reason for withdrawal, e.g., personal circumstances, health issues, etc.], I believe it is in my best interest to withdraw from the course at this time.

I understand the implications of this decision and have taken into account the academic policies regarding course withdrawal.

Please let me know if there are any forms or further actions required on my part to process this request.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Student ID]