

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

Admissions Office  
Xuan University  
[University Address]  
[City, State, Zip Code]

Dear [Admissions Officer's Name or Admissions Office],

Subject: Withdrawal from Courses

I hope this message finds you well. I am writing to formally request the withdrawal from my courses at Xuan University for the [specify term/semester, e.g., Fall 2023] semester.

My student ID is [Your Student ID], and I am currently enrolled in the following courses:

1. [Course Name and Code]
2. [Course Name and Code]
3. [Course Name and Code]

Due to [briefly explain reason for withdrawal, e.g., personal circumstances, health issues, etc.], I am unable to continue my studies. I would appreciate it if you could guide me through any necessary steps or paperwork required to complete my withdrawal process.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]  
[Your Student ID]