

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

[Recipient Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally withdraw from my courses at Yakima Valley Community College for the [specific term or semester, e.g., Fall 2023]. My student ID is [Your Student ID].

Due to [brief explanation of your reason for withdrawal, e.g., personal circumstances, health issues, etc.], I regretfully find it necessary to take this step.

I request that you process my withdrawal and provide me with any necessary documentation regarding this matter. I appreciate your understanding and assistance in this process.

Thank you for your attention to this matter.

Sincerely,
[Your Name]