

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Teacher's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to formally inform you of my decision to exit from your class/subject [specify class/subject] as of [date].

I appreciate the effort you have put into teaching and the support you have provided during my time in your class. This decision was not easy, and I am grateful for everything I have learned.

Thank you for your understanding. I wish you and the rest of the class all the best in the future.

Sincerely,
[Your Name]