

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[University Name]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Course Enrollment Cancellation

I hope this message finds you well. My name is [Your Name], a student enrolled in [Course Name/Code] for the [specific semester/year]. I am writing to formally request the cancellation of my enrollment in this course due to [brief reason for cancellation, e.g., personal reasons, academic workload, health reasons].

I understand that the deadline for course cancellations is [insert deadline date], and I am hoping to complete this process as soon as possible. I would appreciate any assistance you could provide in facilitating this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Student ID Number]