

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University of Queensland]
[Faculty Name or Student Administration Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],
Subject: Course Withdrawal Request

I hope this message finds you well. I am writing to formally request the withdrawal from my course, [Course Name or Code], for the [specific semester/year].

Due to [brief explanation of your reason, e.g., personal circumstances, health issues, etc.], I find it necessary to discontinue my participation in this course at this time.

Please let me know if there are any forms or procedures I need to complete to finalize my withdrawal. I appreciate your understanding and assistance with this matter.

Thank you for your attention to my request.

Sincerely,

[Your Name]
[Student ID Number]