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Your Address
City, State, Zip Code
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Phone Number
Date

Recipient's Name
Title/Position
Department/Office Name
Institution's Name
Institution's Address
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Dear [Recipient's Name],

I am writing to formally request the withdrawal from [Course Name], with the course code [Course Code], for the [Semester/Term] of [Year].

Due to [brief explanation of your reason, e.g., personal circumstances, health issues, or schedule conflicts], I find it necessary to withdraw from this course.

I understand the implications of this decision and appreciate your consideration of my request. Please let me know if there are any forms or procedures I need to complete to finalize this withdrawal.

Thank you for your attention to this matter.

Sincerely,
[Your Name]

Sample Letter To Withdraw From Class

Puja Mehta



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