

Date: _____

To,
The Principal

(School/College Name)

(Address)

Subject: Official Student Withdrawal Letter

Dear Sir/Madam,

I, _____ (Your Name), student of class/course _____, bearing student ID number _____, would like to formally request withdrawal from (School/College Name) effective from _____ (Last Date of Attendance).

The reason for my withdrawal is _____ (state reason briefly).

I request you to kindly process my withdrawal and provide me with an official withdrawal certificate and any other necessary documentation.

Thank you for your attention to this matter.

Yours sincerely,

(Your Signature)

(Your Name)

(Class/Course & Year)