

Letter of Withdrawal from College

[Student's Name]

[Student's Address]

[City, State, Zip Code]

[College ID Number if any]

[Date]

[Name of University]

[Name of Registrar]

[Address of University]

[City, State, Zip Code]

Dear Name of Registrar:

I regret to inform you that I will be withdrawing from the university effective immediately. This decision is due to personal hardship - specifically, the death of my father who was paying for my college education. On [Date], he passed away suddenly of heart failure. I have enclosed the medical documents and death certificate for your review.

While I understand that this may cause disruption to my studies, I hope that you will appreciate the extenuating circumstances. If you have any questions or need more information, I can be reached at [phone number] or at [name@email.com].

I would like to thank you in advance for your understanding and cooperation during this difficult time.

Sincerely,

[Student's Signature]

[Student's Name Printed]

[List of Enclosures]