

SAMPLE WITHDRAWAL OF APPLICATION LETTER

Date

Director of Admissions
Name of College/University
Street Address
City, State, Zip Code

Dear _____,

I was pleased to be accepted as a student at _____. However, after much consideration, I have decided to attend another school. Please know that this decision was very difficult.

Please withdraw my application and accept my thanks for your consideration.

Sincerely yours,

Signature

Full name
Social Security Number
Your street address
City, State, Zip Code