

Financial Hardship Cancellation Email Template

Subject: Withdrawal from Admission - Financial Circumstances

Dear Admissions Office,

I am writing to formally notify you of my decision to withdraw my acceptance to [University Name] for the [Fall/Spring] [Year] semester. After careful consideration and discussion with my family, I have determined that the financial burden of attending your institution would be unsustainable at this time.

Despite my genuine enthusiasm for joining your academic community, unexpected changes in my family's financial situation have made it impossible for me to meet the tuition and associated costs. I have explored all available financial aid options and scholarship opportunities, but the remaining expenses exceed our current capacity.

I deeply regret having to make this decision, as [University Name] was my preferred choice. I hope you will consider this withdrawal with understanding and keep my application materials on file should my circumstances improve in the future.

Please confirm receipt of this withdrawal notice and advise on any steps I need to complete to finalize this process.

Thank you for your time and consideration throughout the admissions process.

Sincerely,

[Your Full Name]

[Application ID/Student ID]

[Contact Information]

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