

Professional Opportunity Withdrawal Email

Subject: Withdrawal of Admission Acceptance - Professional Opportunity

Dear Admissions Committee,

I am writing to formally withdraw my acceptance to [University Name] for the [Fall/Spring] [Year] semester. I have been presented with an exceptional professional opportunity that aligns with my career goals and cannot be deferred.

[Company/Organization Name] has offered me a [position/internship/fellowship] that provides hands-on experience in my field of interest. After careful deliberation with mentors and family, I have decided that this real-world experience will be more beneficial to my career development at this stage.

I want to express my sincere appreciation for accepting me into your program. The decision to decline was extremely difficult, as I hold your institution in high regard. I hope this withdrawal provides an opportunity for another deserving candidate on your waitlist.

Please confirm receipt of this notice and let me know if there are any additional steps required to complete the withdrawal process.

Thank you for your professionalism throughout the admissions process.

Respectfully,

[Your Full Name]

[Application ID]

[Phone Number]

[Email Address]

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