

Sample Late Withdrawal Statement

Date

Greeting Line

1st paragraph is your purpose/intent statement. For example:
I am requesting a late withdraw from all my courses from spring 2016 (MTH 182, PHY 242, ESC 152). During this term I was experiencing higher amounts of stress and anxiety and my doctor prescribed some new medication. I had a bad allergic reaction and was out of school for nearly three weeks. During this time I missed the university deadline to withdraw.

I have attached my medical documentation showing when I was prescribed new medication and the emergency room form with my intake for the reaction. Since the term is over I did not include instructor support.

Name

ID