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| {{**Title of Letter Receiver}} The State University of Zanzibar (SUZA)** P.O. Box 146 Tunguu Main Campus Zanzibar, Tanzania Tel: +255 24 223 0724 Website: [www.suza.ac.tz](https://www.suza.ac.tz" \t "/home/ramah/Documents\\x/_new) | **{{ fullName }}  The State University of Zanzibar (SUZA) P.O. Box 146 Zanzibar, Tanzania Tel: [Student Phone Number] {{date}}** |

RE: REQUEST FOR STUDY DISCONTINUATION

Dear Sir/Madam,

I am writing to formally request the discontinuation of my studies at The State University of Zanzibar (SUZA). I am currently enrolled in the {{studyProgram}} program as a {{yearofStudies}} student, with registration number {{regNumber}}.

Due to {{reason}}, I am unable to continue with my studies and respectfully seek official discontinuation effective from {{date}}. I understand the academic consequences of this decision and will follow all necessary procedures to finalize the process.

Please feel free to contact me at {{phoneNumber}} or via email at {{email}} for any clarifications or further requirements.

Thank you for your understanding and support.

Sincerely,

[Full Name]