**{{fullName}}   
**The State University of Zanzibar (SUZA),**  
P.O. Box 146,  
Zanzibar, Tanzania,  
Tel: {{phoneNumber}}  
{{date}}**

**[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](http://www.suza.ac.tz)

**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 {{programOfStudy}} program as a year {{yearOfStudy}} student, with registration number {{registrationNumber}}.**

**Due to** {{reasonForRequest}}**, 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,**

**{{fullName}}**