



E-mail - Informing AdCom on Your Withdrawal from Process

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(All our students will have access to this material)

Introductin

Dear XXX,	Dear members of the Admission Office,	Dear Mr. XXX,
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Presentation

My name is XX and I am XXX. Thank you for all your attention in considering my application in the waiting list.

Development

It has been a great experience participating in the XXX's application process. However, I would like to inform you that I have decided not to continue in the admission process at this time. The main reason behind my decision is a recent career movement, which is aligned with my professional plans to expand my knowledge in other fields beyond the XXX. In this context, I have joined the XXX in Sao Paulo and I would like to have the opportunity to build a good track record of projects there before leaving to a MBA course.

Action

COMPANY X has asked me to postpone my MBA goals to the next year so I that I can be considered to their sponsorship program. I hope you can understand my reasons, and I would like to reinforce again my interest in XXX, to where I intend to reapply in the first round of this year.

Closing

Thank you for you consideration. I look forward to meeting you again. Best Regards,	I would like to thank you for the invaluable information you provided us visitors with. Sincerely,	Thank you so much for the opportunity and for the kind assistance you provided me with upon my arrival. Thankfully,
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