To whom it may concern,

Hello!

My name is (insert your name) with (insert date of birth) as my date of birth. My ACCA registration number is (insert ACCA ID number) and my personal email is (insert email address)

I am writing this email to withdraw my ACCA exam (insert your exam papers) in July because of (insert special reason).

I hereby confirm that all information above is true and I will bear all the consequences if any faulty information is provided.

Looking forward to your confirmation and please contact me at (insert email) or (phone number) if you have any question.

Thank you.

Student’s Signature: