

****Appeal Withdrawal Letter Checklist****

1. ****Date of Letter****
 - ☐ Include the current date.
2. ****Your Contact Information****
 - ☐ Name
 - ☐ Address
 - ☐ Phone number
 - ☐ Email address
3. ****Recipient's Contact Information****
 - ☐ Name of the recipient
 - ☐ Title/Position
 - ☐ Organization/Institution name
 - ☐ Address
4. ****Subject Line****
 - ☐ Clearly state "Withdrawal of Appeal"
5. ****Salutation****
 - ☐ Address the recipient (e.g., "Dear [Recipient's Name],")
6. ****Opening Statement****
 - ☐ State the purpose of the letter (withdrawal of appeal).
7. ****Details of the Appeal****
 - ☐ Reference the original appeal (case number, date submitted, etc.)
8. ****Reason for Withdrawal****
 - ☐ Briefly explain why you are withdrawing the appeal (optional).
9. ****Conclusion****
 - ☐ Express gratitude for their attention to the matter.
10. ****Closing Statement****
 - ☐ Sign off appropriately (e.g., "Sincerely,")
11. ****Signature****
 - ☐ Include your handwritten signature (if sending a hard copy).
12. ****Printed Name****
 - ☐ Type your full name below your signature.
13. ****Attachments (if any)****
 - ☐ Mention any attached documents related to the withdrawal.
14. ****Follow-Up****
 - ☐ Optional: State your intention to follow up if needed.