

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Withdrawal of Appeal

I hope this letter finds you well. I am writing to formally withdraw my appeal submitted on [date of submission], regarding [briefly describe the appeal issue].

After careful consideration, I have decided to withdraw my appeal due to the following reasons:

1. \*\*[Reason 1: e.g., gaining new information or insights that changed my perspective]\*\*
2. \*\*[Reason 2: e.g., personal circumstances that require my immediate attention]\*\*
3. \*\*[Reason 3: e.g., a resolution that has been reached through alternative means]\*\*

I appreciate the time and attention you have dedicated to my case thus far. Thank you for your understanding, and I hope to resolve any future matters amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]