

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Appeal Withdrawal Notification

I hope this message finds you well. I am writing to formally withdraw my appeal regarding [brief description of the appeal/issue] that was submitted on [date of submission]. After careful consideration, I have decided that it is in my best interest to withdraw my appeal at this time.

I appreciate the attention and effort that has been dedicated to my case thus far. Please confirm the receipt of this letter and the acknowledgment of my appeal withdrawal.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]