

[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],

I am writing to formally withdraw my appeal concerning [specific issue or case reference number], submitted on [date of submission]. After careful consideration, I have decided to discontinue my pursuit of this matter. Please confirm the receipt of this withdrawal and do not hesitate to reach out if you require any further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]