

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw my appeal submitted on [date of original submission] regarding [brief description of the appeal].

After careful consideration, I have decided that it is in my best interest to withdraw the appeal at this time.

Thank you for your attention to this matter. Please confirm the withdrawal of my appeal at your earliest convenience.

Sincerely,

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