

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

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

Dear [Recipient's Name],

Subject: Withdrawal of Appeal

I am writing to formally withdraw my appeal regarding [briefly state the subject of the appeal, e.g., "the decision made on March 10, 2023"].

After careful consideration, I have decided to withdraw my appeal due to [brief reason for withdrawal, e.g., "personal reasons" or "new information that has come to light"].

I appreciate the time and effort your team has dedicated to this matter, and I hope to resolve this issue amicably.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title or Position, if applicable]