

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

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

Dear [Recipient's Name],

Subject: Withdrawal of Appeal

I am writing to formally withdraw my appeal submitted on [date of appeal submission], regarding [brief description of the appeal]. After careful consideration, I have decided to discontinue the appeal process.

I appreciate your attention to this matter and thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]