

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

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

Dear [Recipient Name],

Subject: Withdrawal of Appeal

I am writing to formally withdraw my appeal regarding [briefly describe the subject of the appeal] submitted on [date of appeal submission]. After careful consideration, I have decided to withdraw the appeal for personal reasons.

I appreciate the time and effort your team has dedicated to reviewing my case. Please confirm the receipt of this withdrawal at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]