

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

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

Dear [Recipient's Name],

Subject: Withdrawal of Appeal

I hope this letter finds you well. I am writing to formally withdraw my appeal submitted on [date of submission] regarding [brief description of the appeal, e.g., a decision on my application, etc.].

After careful consideration, I have decided to discontinue the appeal process for personal reasons. I appreciate the time and effort that has been invested in reviewing my case.

Please confirm the receipt of this letter and the withdrawal of my appeal at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]