

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally withdraw my appeal regarding [briefly state the reason for the appeal].

After careful consideration, I have decided that it is in my best interest to withdraw my appeal at this time. I appreciate the time and effort you and your team have dedicated to reviewing my case.

Please confirm the receipt of this letter at your earliest convenience. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]