

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the withdrawal of my appeal regarding [specific issue or case number], submitted on [date of submission].

After careful consideration and reflection, I have decided that it is in my best interest to withdraw my appeal at this time. I appreciate the attention and resources devoted to my case and am grateful for the opportunity to present my situation.

I kindly ask that you confirm the receipt of this letter and the withdrawal of my appeal. Should circumstances change in the future, I hope to have the opportunity to revisit this matter.

Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]