

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

[Recipient's Name]
[Recipient's Title]
[Company/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 appeal subject, e.g., "the recent decision regarding my application for..."].

After careful consideration, I have decided that withdrawing this appeal is in my best interest. I appreciate the time and effort you and your team have dedicated to this matter.

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

Sincerely,

[Your Name]
[Your Job Title/Position if applicable]