

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Company 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 submitted on [date of appeal submission] regarding [brief description of 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 that you and your team have dedicated to reviewing my case. If you require any further information from my end, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]