

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

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

Subject: Withdrawal of Appeal

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally withdraw my appeal dated [date of original appeal] regarding [brief description of the appeal].

After careful consideration, I have decided that it is in my best interest to retract my appeal at this time.

I appreciate your attention to this matter and thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]