

[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]

Subject: Withdrawal of Appeal

Dear [Recipient's Name],

I am writing to formally withdraw my appeal regarding [brief description of the appeal or case, including any relevant reference numbers or dates].

After careful consideration, I have decided to discontinue this appeal. I appreciate the time and effort that has been devoted to my case.

Please confirm the receipt of this letter and the withdrawal of my appeal at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]