

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[Organization/Court Name]  
[Address]  
[City, State, ZIP Code]

Subject: Withdrawal of Appeal

Dear [Recipient Name],

I am writing to formally withdraw my appeal concerning [briefly describe the subject of the appeal, e.g., case number, decision].

After careful consideration, I have decided that it is in my best interest to withdraw this appeal. I appreciate the time and effort that has been expended in relation to this matter.

Please consider this letter my official request to dismiss the appeal. I kindly ask for a confirmation of the withdrawal at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]