

[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],

Subject: Notification of Intent to [Action, e.g., Withdraw, Apply, etc.]

I hope this message finds you well. I am writing to formally notify you of my intention to [state your intention clearly, e.g., withdraw my application, apply for a position, etc.] with [Company/Organization Name].

[Provide a brief explanation of your reason for this action, if necessary.]

I would like to express my gratitude for the opportunity and support I have received during this process. Please let me know if there are any further steps I need to follow regarding this notification.

Thank you for your understanding. I look forward to your confirmation of this notification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]