

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

Dear [Recipient Name],

Subject: Withdrawal of Application for [Position/Program Name]

I hope this letter finds you well. I am writing to formally withdraw my application for the [Position/Program Name] that I submitted on [Date of Application Submission].

After careful consideration, I have decided to pursue other opportunities that better align with my current career goals and personal circumstances. I appreciate the time and effort invested by you and your team in reviewing my application.

Thank you once again for the opportunity, and I wish you and your organization continued success.

Sincerely,
[Your Name]