

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the withdrawal of my
[application/registration/participation] for [specific program/service]
effective immediately.

Please confirm the receipt of this request and let me know if any
additional information is needed.

Thank you for your attention to this matter.

Sincerely,
[Your Name]