

[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 hope this message finds you well. I am writing to formally withdraw my [application/enrollment/membership] for [specific program/position/etc.], which I submitted on [date of application/enrollment].

After careful consideration, I have decided to [state your reason briefly, if appropriate, e.g., pursue other opportunities, relocate, etc.].

I appreciate the time and effort you have invested in my [application/enrollment], and I hope to keep the door open for potential future interactions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]