

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for the opportunity to interview for the [Job Title] position at [Company's Name]. After careful consideration, I have decided to withdraw my application.

I appreciate your time and the insights you shared about your team and the company. I wish you all the best in your search for the right candidate.

Sincerely,  
[Your Name]