

Date: [Insert Date]

To: [Researcher's Name]

[Institution/Organization Name]

[Address]

Dear [Researcher's Name],

I hope this message finds you well. I am writing to formally inform you of my decision to withdraw from the [Title of Research Study] in which I am currently participating.

This decision has not been made lightly, and I appreciate the opportunity to contribute to your important research. However, due to [briefly state reason, e.g., personal circumstances, time constraints, etc.], I feel it is best for me to discontinue my participation at this time.

I kindly ask that you ensure my data is no longer included in the study and that any associated records are properly handled according to the guidelines set forth.

Thank you for your understanding, and I wish you and your team the best in your ongoing research.

Sincerely,

[Your Name]

[Your Contact Information]