

# Withdrawal of Temporary Signage Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally withdraw my request for the temporary signage submitted on [Original Request Date] for [brief description of signage].

Due to [brief reason for withdrawal, if necessary], I no longer wish to proceed with this request.

Thank you for your understanding.

Sincerely,

[Your Name]