

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

Editor's Name  
Journal Name  
Journal Address  
City, State, Zip Code

Dear [Editor's Name],

I am writing to formally request the withdrawal of my manuscript titled "[Title of Manuscript]," which was submitted to [Journal Name] on [Submission Date].

After careful consideration, I have decided to withdraw the manuscript due to [brief reason for withdrawal, e.g., personal reasons, decision to submit to another journal, etc.].

I sincerely appreciate the time and effort you and the reviewers have put into considering my manuscript. I apologize for any inconvenience this may cause and thank you for your understanding.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]