

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Recipient's Name

Company/Organization Name

Recipient's Address

City, State, Zip Code

Subject: Withdrawal from Service Commitment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my decision to withdraw from my service commitment to [Name of the Service or Program] that was scheduled to commence on [Start Date].

This decision was not made lightly, and I deeply regret any inconvenience it may cause. Due to [brief explanation of reasons, e.g., personal circumstances, unforeseen commitments], I am unable to fulfill my obligations.

I appreciate the understanding and support from [Company/Organization Name] during this time. I hope to remain in good standing and would like to express my gratitude for the opportunity to serve.

Thank you for your attention to this matter, and I wish [Company/Organization Name] continued success in its future endeavors.

Sincerely,

[Your Name]