

Withdrawal Permission Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request permission to withdraw my application from [specific program, job position, or organization]. Due to [brief explanation of reason], I believe it is in my best interest to step back at this time.

I appreciate the time and consideration you have extended to me throughout this process. Please let me know if there are any formalities I need to complete regarding this withdrawal.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]