

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Withdrawal from Collaboration

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw from our collaboration regarding [specific project or initiative]. This decision has not been easy, and it stems from [brief explanation of reasons, if appropriate].

I appreciate the efforts and resources that have been dedicated thus far, and I am grateful for the opportunities that have arisen throughout our collaboration. I wish you and [Company/Organization Name] all success with the project moving forward.

Please let me know if there are any final matters we need to address as I conclude my participation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]