

[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 hope this message finds you well. I am writing to formally request the withdrawal of my manuscript titled "[Manuscript Title]" (Manuscript ID: [ID Number]), 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, if appropriate].

I appreciate the time and effort that you and the reviewers have dedicated to my work, and I apologize for any inconvenience this request may cause.

Thank you for your understanding. Please confirm the withdrawal of my manuscript at your earliest convenience.

Sincerely,

[Your Name]

[Your Institution]