

Withdrawal of Legal Action

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally announce the withdrawal of my legal action initiated in [Case Number or Description] against [Party's Name], currently pending in [Court Name]. After careful consideration, I have decided to pursue Alternative Dispute Resolution as an alternative to litigation.

Please consider this letter as formal notification of my decision to withdraw the aforementioned legal action, effective immediately. I believe that engaging in mediation or arbitration will be beneficial for all parties involved and will allow us to resolve our differences amicably.

I appreciate your understanding and cooperation in this matter. Should you have any questions or require further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]