

# Withdrawal of Legal Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw the legal action that was initiated on [Insert Date of Legal Action] regarding [Brief Description of the Case]. After careful consideration, I have decided to discontinue this action.

Please consider this letter as my official notice of withdrawal. I request that you confirm receipt of this letter and that the matter has been withdrawn in your records.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]