

Withdrawal of Legal Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision to withdraw the legal action I initiated on [insert date of filing] regarding [briefly describe the nature of the legal action].

Due to personal reasons, I have decided that it is in my best interest to cease all ongoing proceedings related to this matter. Please consider this letter as my official withdrawal of the aforementioned legal action.

I appreciate your understanding and cooperation in this matter. Please confirm receipt of this withdrawal at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]