

Withdrawal of Legal Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Withdrawal of Legal Action

Dear [Recipient's Name],

I am writing to formally withdraw my legal action initiated in [insert court name or case number] regarding [brief description of the case]. After reconsideration and discussions aimed at resolving the matter amicably, I have decided to pursue a resolution outside of court.

Please consider this letter as my official notice of withdrawal. I appreciate the time and resources all parties have invested in this process.

If you have any further questions or require clarification, please feel free to contact me at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]