

# Withdrawal of Legal Action

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Withdrawal of Legal Action

I am writing to formally withdraw the legal action initiated on [Date of Legal Action], under case number [Case Number]. After careful consideration, we have reached an amicable settlement agreement that satisfies both parties.

This withdrawal is effective immediately, and I request that you inform the appropriate legal authorities and ensure that all relevant documentation reflects this withdrawal.

Thank you for your cooperation in this matter. Please feel free to contact me should there be any further questions or clarifications required.

Sincerely,  
[Your Name]  
[Your Position, if applicable]