

# Withdrawal of Legal Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company/Law Firm Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision to withdraw the legal action initiated on [Insert Date of Legal Action], in Case Number [Insert Case Number], against [Name of Other Party]. This decision has been made for strategic reasons that encourage a more favorable resolution outside of court.

I appreciate the efforts made by all parties involved thus far and trust that this decision will lead to a more amicable outcome.

Thank you for your understanding. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position, if applicable]