

Letter of Acceptance for Withdrawing Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept your request to withdraw the agreement regarding [specific decision or agreement details] dated [original agreement date]. I acknowledge your reasons for this withdrawal and appreciate your communication on this matter.

Please consider this letter as confirmation of the acceptance of the withdrawal. If there are any further actions required to finalize this process, please let me know.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]