

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to withdraw from the unsigned contract we have discussed regarding [brief description of the contract] dated [mention the date of the contract discussion].

After careful consideration, I have decided to pursue other opportunities that align more closely with my current objectives. I believe this decision is in the best interest of both parties at this time.

I appreciate the time and effort you have invested in this matter and hope to maintain a positive relationship moving forward. Thank you for your understanding.

Sincerely,

[Your Name]