

# Service Project Withdrawal Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw my participation from the [Project Name] service project, effective immediately. This decision was not made lightly, but due to [brief explanation of your reason, if appropriate], I am unable to continue my involvement at this time.

I appreciate the opportunity to have been a part of this important initiative and hope to contribute in other ways or projects in the future. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]