

Letter of Intent to Withdraw from Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my intent to withdraw from the contract dated [Insert Contract Date], concerning [Brief Description of the Contract]. After careful consideration, I have decided that it is in my best interest to terminate this agreement.

As per the terms outlined in the contract, I understand the procedures for withdrawal and intend to follow them accordingly. Please consider this letter as my formal notification of intent to withdraw, effective immediately.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your understanding.

Sincerely,

[Your Name]