

Business Transaction Withdrawal Letter

Date: [Insert Date]

From:

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip]

[Email]

[Phone Number]

To:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally withdraw from the business transaction concerning [brief description of the transaction, e.g., "the purchase of 100 units of XYZ Product"]. Due to [reason for withdrawal, e.g., "unforeseen circumstances" or "financial constraints"], it has become necessary for us to reconsider our participation in this agreement.

Please acknowledge the receipt of this letter and confirm the withdrawal. We apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]