

**Date:** [Insert Date]

**To:** [Recipient Name/Agency Name]

**Address:** [Insert Address]

**Case/Reference Number:** [Insert Number]

**Subject: Notice of Intent to File Withdrawal**

Dear [Recipient Name],

Please accept this letter as formal notice of my intent to withdraw my [Application/Claim/Petition/Resignation], which was submitted on [Date of Original Submission].

I have decided to take this action because [Optional: Brief Reason].

I request that you process this withdrawal immediately and provide written confirmation once the file has been closed. If there are specific forms required to finalize this request, please send them to my address listed below or via email at [Insert Email Address].

Thank you for your time and assistance regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Address]