

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title/Role]
[Company Name or Property Address]
[City, State, Zip Code]

RE: Withdrawal of Purchase Offer for [Description of Item or Property Address]

Dear [Recipient Name],

I am writing to formally notify you that I am withdrawing my offer to purchase [Description of Item or Property Address], which was submitted on [Date of Original Offer].

As of the date and time of this letter, I have not received a signed acceptance of this offer. Therefore, I am exercising my right to rescind the offer effective immediately. Please consider any previous verbal or written agreements regarding this specific proposal to be null and void.

I request that you acknowledge receipt of this withdrawal in writing and confirm that no further obligations exist between us regarding this transaction.

Thank you for your time and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]