

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

[Date]

[Clerk of the Court]
[Name of the Court]
[Court Address]
[City, State, Zip Code]

RE: Notice of Withdrawal of Appeal
Case Name: [Appellant Name] v. [Appellee Name]
Case Number: [Case Number / Appeal Number]

To the Clerk of the Court,

Please accept this letter as formal notification that I, [Your Name], the Appellant in the above-referenced matter, am voluntarily withdrawing my Notice of Appeal filed on [Date Original Appeal was Filed].

I request that the court dismiss this appeal and that all further proceedings regarding this matter be cancelled. [Optional: Mention if there is a settlement or if parties have agreed to bear their own costs].

A copy of this notification has been served upon the opposing party/counsel as indicated in the attached Certificate of Service.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Certificate of Service

I hereby certify that a true and correct copy of the foregoing Withdrawal Notification was served upon [Opposing Counsel/Party Name] at [Address] via [Method of Delivery, e.g., First Class Mail] on this [Day] day of [Month], [Year].

[Your Signature]