Fredrick Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · frederick.applicant@email.com

January 24, 2022

Kendra Lee

Manager

Acme Electronics

10 Miles Road

Stanford, NC 11289

Dear Ms. Lee,

Thank you very much for considering me for the position of Account Manager with Acme Electronics. However, I would like to withdraw my application for the job.

I appreciate you taking the time to interview me and to share information on the opportunity and your company.

Again, thank you for your consideration and the time you shared.

Sincerely,

*Signature* (hard copy letter)

Frederick Applicant