**Sample Grievance Withdrawal Letter**

**Insert Letterhead**



January 26, 2018

[BENEFICIARY NAME]

[BENEFICIARY ADDRESS 1]

[BENEFICIARY ADDRESS 2]

[CITY] [STATE] [ZIP]

Dear [BENEFICIARY NAME]:

We have received your request to withdraw your grievance. We will stop looking into your grievance about:

[GRIEVANCE ISSUE].

Thank you for contacting us. If you have any further questions, please feel free to call me, at [INSERT PHONE NUMBER] Monday through Friday, except holidays.

Sincerely,

[Staff Name]

Grievance and Appeal Coordinator

cc: file

Grievance Orally Withdrawn Letter