Sender details

Organisation

Address, Country

Recipient e.g.

Lead partner

Address, Country

cc. NPA Secretariat   
email@interreg-npa.eu

[Date]

Dear [Recipient's Name],

**Subject**: Formal Withdrawal from [Project Name and ID NPA 0X000XXX]

I am writing to formally notify you that [Organization] is withdrawing from its role in the [Project Name and ID] project, effective [Withdrawal Date].

This decision has been made after careful consideration and due to [briefly mention the reason, if appropriate]. [Specify any provisions with regards to the tasks and budget not used and/or any agreement about the project-related expenditure incurred up to the date of withdrawa].

We regret any inconvenience this may cause and are committed to ensuring a smooth transition.

We are grateful for the opportunity to have been part of this project and look forward to the possibility of collaborating in the future.

Thank you for your understanding.

Sincerely,

[Name – Project manager/Legal representative]

[Position]

[Organization]