Date

Name
Address
City, State, Zip

Dear [NAME],

As per our discussion, I'm honoring your request to withdraw your listing with Entourage Real Estate for the property at [INSERT PROPERTY ADDRESS]. I apologize that we weren't able to sell it for you in an adequate amount of time as I always strive to successfully do with every one of my clients.

I wish you luck in your future home-selling endeavors, and should you have any questions, please don't hesitate to contact me at [PHONE].

Sincerely,

[NAME]

[TITLE]