

# ATTACHMENT 4B1

## **SAMPLE LETTER APPROVING WITHDRAWAL REQUEST**

(date)

Charging Party Rep.  
(Name and Address)

Re: Case Name and Case Number

Dear Mr./Ms. (Name):

This confirms your telephone conversation on (date) with Field Agent (name), in which you requested to withdraw the unfair labor practice charge in the captioned case.

Based upon your request to withdraw, I approve the withdrawal of the charge.

Very truly yours,

Regional Director

cc: Charged Party Rep.  
(Name and Address)