AGENCY LETTERHEAD

December 25, 20xx

[Insert full name of DIRECTOR], Director   
Office of the Federal Register (F)  
The National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740-6001

Dear Director [insert last name of DIRECTOR]:

Please withdraw from publication the [RULE, PROPOSED RULE, NOTICE] concerning INSERT SUBJECT (including agency docket number, and, for rules and proposed rules, RIN umber)] which we sent on [INSERT DATE].

*(For paper documents only)* A messenger will pick up this document. Print the following return information on the envelope:

[INSERT RETURN INFORMATION]

Please contact [INSERT NAME] at [TELEPHONE NUMBER] or by email at [INSERT EMAIL ADDRESS] to confirm the publication date and for answers to any questions.

Sincerely,

[SIGN]

Type name, Title