**Section 320.250 Withdrawal of Complaint**

A complaint may be withdrawn at any time prior to issuance of a notice dismissing the complaint or filing of a court action based on the complaint. A complainant’s request to withdraw a complaint shall be in writing and signed by the complainant and shall specifically reference the Department’s complaint number. The Department shall grant the request if it is shown that the request is made voluntarily. After the Department’s review of the withdrawal request, the complaint may be closed and the Department will notify all parties in writing. Withdrawal does not preclude the Department from pursuing a complaint on its own motion based on the same facts.