

Contractor Bid Withdrawal Letter

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw our bid for the [Project Name] due to unforeseen budget constraints that have arisen in our current financial assessments.

We appreciate the opportunity to participate in the bidding process and regret any inconvenience this may cause. We value our relationship with [Company Name] and hope to collaborate on future projects under more favorable conditions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]