

Contractor Bid Withdrawal

Date: [Enter Date]

To:

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to officially withdraw my bid for the [Project Name/Description] submitted on [Submission Date]. Unfortunately, due to unforeseen circumstances that have recently arisen, I am unable to proceed with the bid as planned.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. I value the opportunity to work with you and hope to collaborate in the future under more favorable conditions.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]