

Contractor Bid Withdrawal

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip]

Dear [Recipient Name],

We are writing to formally withdraw our bid submitted on [insert submission date] for the [Project Name] due to recent changes in the project scope that have substantial implications on our original proposal.

After reviewing the new project specifications, we believe it is necessary to reevaluate our resources and capabilities. As a result, we cannot proceed with our original bid.

We appreciate the opportunity to participate in this bidding process and hope to work together on future projects. Please feel free to reach out if you have any further questions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]