

Contractor Bid Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw our bid for the [Project Name] submitted on [Submission Date]. After careful consideration of our current strategic focus and business objectives, we have decided to reallocate our resources and efforts towards other initiatives that align better with our long-term goals.

We appreciate the opportunity to participate in the bidding process and thank you for your understanding regarding our withdrawal. We hope to collaborate in the future and wish you success with the [Project Name].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]