

Contractor Bid Withdrawal

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Withdrawal of Bid for [Project Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw my bid for the [Project Name] submitted on [Original Bid Submission Date].

Upon receiving new information regarding [Specify New Information, e.g., project scope, budget constraints], I have reevaluated our ability to meet the project's requirements effectively. Unfortunately, this has made it clear that we will not be able to proceed with our initial proposal.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Should circumstances change in the future, we would be eager to participate in upcoming opportunities.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]