

Letter of Bid Withdrawal

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw our bid submitted on [Insert Submission Date] for the [Insert Project Name] project. After careful consideration, we have decided to prioritize our existing projects to ensure the highest level of service and quality.

We appreciate the opportunity to participate in the bidding process and value our relationship with [Recipient Company]. We hope to collaborate on future projects and wish you success in the completion of [Insert Project Name].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]