

# Contractor Bid Withdrawal

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally withdraw our bid for the [Project Name] project that was submitted on [Submission Date]. After careful consideration, we believe it is in the best interest of our company to reevaluate our approach to this project due to [brief reason for withdrawal, e.g., new information, cost assessment, etc.].

We appreciate the opportunity to participate in this bidding process and hope to engage in future projects. If circumstances allow, we would like to review the project scope and submit a revised proposal.

Thank you for your understanding, and please feel free to contact me if you need any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]