

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

Due to unforeseen scheduling conflicts, I regret to inform you that I will not be able to proceed with the project at this time. This decision was not made lightly, as I was truly looking forward to collaborating on this venture. However, I believe it is in the best interest of both parties to withdraw at this stage.

I appreciate the opportunity to submit my bid and hope to work together on future projects. Should circumstances change, I would be eager to re-evaluate the opportunity to collaborate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]