

# Contractor Bid Withdrawal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Withdrawal of Bid for [Project Name]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw our bid for the [Project Name] submitted on [Submission Date]. Due to unforeseen circumstances regarding our team resource allocation, we are unable to proceed with our proposal at this time.

We sincerely apologize for any inconvenience this may cause and appreciate the opportunity to participate in the bidding process. We value our relationship with [Company Name] and hope to work together in the future on different projects.

Thank you for your understanding in this matter.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]