

Letter of Bid Withdrawal

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Withdrawal of Bid - [Bid Reference Number]

Dear [Recipient Name],

I am writing to formally withdraw our bid submitted on [Submission Date] for the [Project Name] under bid reference number [Bid Reference Number].

Due to [brief explanation of reason for withdrawal], we have decided to withdraw our participation in this bidding process. We appreciate the opportunity and thank you for considering our proposal.

We apologize for any inconvenience this may cause and hope to participate in future opportunities.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]