

Letter of Retraction for Bidding Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally retract our recent bidding proposal submitted on [Date of Proposal Submission] for [Project/Warehouse/Contract Name]. After careful consideration, we have decided to withdraw our bid due to [reason for retraction].

We appreciate the opportunity to submit our proposal and apologize for any inconvenience this may cause. We hope to collaborate with you in future projects.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]