

Building Proposal Withdrawal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw my building proposal submitted on [submission date] for the project located at [project address]. After careful consideration, I have decided to discontinue this proposal for personal reasons.

I appreciate the time and effort that you and your team have invested in reviewing my proposal. Please confirm the withdrawal of my proposal at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]