

Construction Bid Retraction

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Retraction of Bid for [Project Name]

I am writing to formally retract the bid submitted on [Bid Submission Date] for the [Project Name] project. Due to [briefly explain reason for retraction, e.g., unforeseen circumstances, miscalculation, etc.], we are unable to proceed with the bid as initially presented.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]