

Letter of Bid Withdrawal

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw our bid for the [Project Name] that was submitted on [Submission Date]. After careful consideration, we have decided to retract our proposal due to [reason for withdrawal, e.g., unforeseen circumstances, resource constraints, etc.].

We appreciate the opportunity to participate in the bidding process and thank you for your understanding in this matter. Should future opportunities arise that align with our capabilities, we would welcome the chance to submit a proposal again.

Thank you once again for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]