

Construction Estimate Withdrawal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally withdraw our construction estimate submitted on [Insert Submission Date] for the project located at [Insert Project Address].

Due to [brief reason for withdrawal, e.g., unforeseen circumstances, changes in project scope], we are unable to proceed with the estimate at this time. We appreciate your understanding in this matter.

If you have any questions or need further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]