

Withdrawal of Construction Quote

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally withdraw my construction quote submitted on [insert date of original quote] for the project located at [insert project address].

Due to [briefly explain reason for withdrawal, e.g., unforeseen circumstances, changes in scope, etc.], I regret to inform you that I can no longer proceed with this quotation.

I appreciate your understanding and thank you for considering my quote. If you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]