

# Contractor Bid Retraction Letter

Date: [Insert Date]

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[Recipient City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally retract our bid submitted on [insert date] for [project name or description]. After careful consideration, we have determined that we are unable to proceed with this bid due to [reason for retraction, e.g., unforeseen circumstances, miscalculation, etc.].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. We value the opportunity to have submitted our proposal and hope to participate in future projects.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]