

Bid Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of our decision to cancel our bid for [Project/Contract Name], originally submitted on [Submission Date]. After careful consideration, we have determined that we are unable to proceed with the bidding process at this time.

We appreciate the opportunity to participate and have enjoyed working with your team throughout this process. We wish you continued success in finding a suitable contractor for this project.

Please feel free to reach out if you have any questions or need further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]