

Tender Submission Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Cancellation of Tender Submission

Dear [Recipient's Name],

I am writing to formally notify you that we are cancelling our submission for the [Tender Name/Reference Number] scheduled for [Tender Date]. After careful consideration, we have decided not to proceed with our offer due to [brief reason for cancellation].

We appreciate the opportunity to participate in this tender process and apologize for any inconvenience this may cause. Should you have any queries or require further information, please feel free to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]