

Cancellation citing internal reasons

Subject: Bid Withdrawal for [Project Name]

Dear [Recipient's Name],

I regret to inform you that [Company/Organization Name] must withdraw its bid for [project/tender name], submitted on [date]. This decision results from recent internal policy and strategic changes that affect our capacity to proceed with this project.

We are grateful for the opportunity to have participated in this process and hope to be considered for future projects. We kindly request acknowledgment of this cancellation.

Sincerely,

[Your Name]

[Position]

[Company/Organization Name]

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