

## Individual withdrawal of bid

Subject: Cancellation of Personal Bid Submission

Dear [Recipient's Name],

I am writing to notify you that I wish to withdraw my bid submitted on [date] for [project/tender name].

Due to personal reasons, I am unable to continue with this process and must respectfully step back.

I appreciate your consideration and the opportunity extended. I hope this will not cause any inconvenience.

Thank you,

[Your Name]

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