

Formal official cancellation

Subject: Official Cancellation of Bid

Dear [Recipient's Name],

Please be advised that [Company/Organization Name] is officially cancelling its bid for [project/tender name]. This withdrawal is effective immediately and is due to [brief reason such as compliance, financial adjustments, or logistical issues].

We extend our apologies for any inconvenience and trust that this will not affect our eligibility for future opportunities. Kindly confirm receipt of this notice.

Yours faithfully,

[Your Name]

[Title]

[Company/Organization Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/bid-cancellation-letter-sample>