

Early stage cancellation before review

Subject: Withdrawal of Preliminary Bid Submission

Dear [Recipient's Name],

Before the evaluation process has advanced, I would like to formally cancel our preliminary bid for [project/tender name]. This decision is based on [reason, e.g., changes in project scope or funding limitations].

We appreciate your understanding and kindly request confirmation that our bid will no longer be considered.

Best regards,

[Your Name]

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