

Tender Cancellation Letter

Your Name]

[Your Job Title]

[Your Address]

[Your Contact Information]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Name]

[Recipient's Address]

Respected Mr. [Name],

Please note that [Company XYZ] has decided to cancel and withdraw the tender for [project name] due to [some reason]. We appreciate your interest in the tender and your decision to work with us. This is truly a lost opportunity. However, we remain interested in doing business together in future ventures should the occasion arise.

Regards,

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