

Formal notification to cancel a tender

Subject: Cancellation of Tender No. [Tender Number]

Dear [Recipient's Name],

We regret to inform you that Tender No. [Tender Number], originally issued on [Date], is hereby cancelled.

The decision to cancel this tender has been made due to [specific reason, e.g., changes in project requirements, budget constraints, or unforeseen circumstances].

We apologize for any inconvenience this may cause and appreciate your understanding.

Sincerely,

[Your Name]

[Designation]

[Organization Name]

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