

Temporary or conditional cancellation of a tender via email

Subject: Provisional Cancellation of Tender No. [Tender Number]

Hello [Recipient's Name],

Please be advised that Tender No. [Tender Number] is provisionally cancelled until further notice.

This action is due to [brief reason, e.g., pending regulatory approvals or internal review].

We will communicate updates and confirm whether the tender will be reissued.

Thank you for your attention.

Best regards,

[Your Name]

[Position]

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