

Immediate action required for cancelling a tender

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

Dear [Recipient's Name],

This is to urgently notify all parties that Tender No. [Tender Number], issued on [Date], has been cancelled with immediate effect.

The cancellation is due to [critical reason, e.g., legal or compliance issues].

Kindly cease any further submissions or actions related to this tender.

Sincerely,

[Your Name]

[Designation]

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