

## Tender cancellation expressing regret

Subject: Apology and Cancellation of Tender No. [Tender Number]

Dear [Recipient's Name],

We sincerely regret to inform you that Tender No. [Tender Number], released on [Date], must be cancelled due to [reason].

We understand this may cause inconvenience and we apologize for any disruption to your plans.

Your understanding and cooperation in this matter are greatly appreciated.

Kind regards,

[Your Name]

[Designation]

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