**To**

**[The Recipient Name]  
[Designation]  
[Business Name]**

**Date:**

**Sub: Cancelation of tender after award**

Respected Mr. ABC,

It is to inform you that XYZ private limited has decided to cancel the tender for running the canteen of the company. The tender (mention the tender ID) is being canceled due to some internal problems of the company. Please read the official notice of canceling the tender attached to this letter. The company is compelled to cancel the tender after the award due to some very serious reasons. It was not an easy decision for the company.

We are so sorry to make this decision, but we hope that we will be able to do business together in the future. As per the contract, the company will compensate you for all the payments you made from the start till the date the tender was issued to you. You will receive the payment in one month.

Thank you so much for your cooperation with us. If you want to know more about this news, you can contact us through the official numbers of the company. We will be very happy to guide you.

[Your Name]  
[Business Name]  
[Address]