**To**

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

**Date:**

**Sub: Cancelation of tender after award**

Respected Mr. ABC,

It is to inform you that XYZ enterprises have decided to cancel the tender (mention the tender number) for cleaning services with your company. This was a very difficult decision for XYZ Enterprises since the proposal sent by you was the most persuasive and really liked your offer. However, due to some internal changes, it is no longer feasible for the company to continue getting cleaning services from an external body.

We are so regretful to have canceled the tender with you, but we believe that we will be able to carry on our business relationship in the future. As per the agreement, the cancellation of the tender after the award binds us to compensate for the loss.

Therefore, we are ready for this. So, it is a humble request to you to send us a complete breakdown of the expenses you have incurred so that we can pay you promptly.

Thank you so much for your cooperation and support. We look forward to you as our business partner in the future. If you want to know more about this notification of tender cancelation, feel free to contact us.

[Your Name]  
[Business Name]  
[Address]