

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Seller's Name or Listing Agent's Name]
[Agency Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Retraction of Bid for Property Located at: [Property Address]

Dear [Name of Seller or Agent],

I am writing to formally retract the bid/offer I submitted on [Date] for the property located at [Property Address].

Please consider this letter as official notice that I am withdrawing my offer, effective immediately. I request that any documents or earnest money deposits associated with this bid be handled according to the terms of the initial proposal or returned as applicable.

I appreciate the time you and the seller have invested in this process. Thank you for your understanding.

Sincerely,

[Your Signature]

[Your Printed Name]