(Use this template to prepare a project Addendum letter to WITHDRAW the project. )

**DATE:** *(*Click here to enter date*)*

 **Addendum No.**

 ***(***Insert Addendum #***)***

**TO:** **PLAN HOLDERS**

(The Preparer of the addendum letter must sign on the "Prepared By:" line. The Engineers of Record must submit updated POR signature sheets, for any spec sections that were affected, no later than when final contract documents are submitted, in accordance with Tech Directive TSB11-01(d). Type the names of the Preparer and the Approver below the signature lines. If either the Preparer or Approver is not an ODOT employee, also type the name of the firm below the signature line. The Approver must be a licensed Professional Engineer in the State of Oregon.)

**PREPARED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***(***Type name below line. If other than ODOT, also type name of Firm.***)***

**APPROVED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.E.

 ***(***Type name below line. If other than ODOT, also type name of Firm.***)***

(Use the following line when digitally signing the document.)

FINAL ELECTRONIC DOCUMENT AVAILABLE UPON REQUEST

(Replace the following fields. The information must match the information on the Bid Booklet Cover and Special Provisions Booklet Cover.)

**SUBJECT:**

***(***Insert Project Name***)***

 ***(***Insert Highway(s)***)***

 ***(***Insert Name of County(ies)***)***

 ***(***Insert Scope of Work***)***

This letter is to inform you that the subject Project has been withdrawn from the ***(***Click here to enter date***)*** Bid Opening date and that the Bid Closing and Bid Opening for the subject Project have been postponed indefinitely.