

Cancellation of Energy Audit Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Audit Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Audit Company Name],

I am writing to formally cancel my scheduled energy audit appointment originally set for [Insert Date and Time]. Unfortunately, due to [brief reason for cancellation], I will not be able to proceed with the appointment.

I apologize for any inconvenience this may cause and appreciate your understanding. Please confirm the cancellation of my appointment at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]