

# Cancellation of Insurance Appraisal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally cancel the insurance appraisal scheduled for [Date of Appraisal] under policy number [Policy Number]. Due to [reason for cancellation], I will not be able to proceed with the appraisal as planned.

Please confirm the cancellation of the appraisal at your earliest convenience. If you require any additional information or documentation, feel free to contact me.

Thank you for your understanding.

Sincerely,

[Your Name]