

Cancellation of Insurance Inspection

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Dear [Recipient's Name],

I am writing to formally cancel the scheduled inspection for my insurance policy #[Policy Number], originally set for [Insert Date of Inspection]. Due to [reason for cancellation], I will not be able to proceed with the inspection as planned.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]