

Cancellation of Scheduled Property Inspection

Date: [Insert Date]

To: [Inspector's Name]

[Inspector's Company Name]

[Inspector's Address]

Dear [Inspector's Name],

I hope this message finds you well. I am writing to formally cancel the property inspection that was scheduled for [Insert Date and Time] at [Insert Property Address].

Unfortunately, due to [brief explanation of reason, e.g., unforeseen circumstances, scheduling conflicts], I am unable to proceed with the inspection as planned.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]