

Property Viewing Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Company/Agency Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my scheduled property viewing for [Property Address] that was set for [Date and Time].

Unfortunately, due to [brief explanation of the reason, e.g., a scheduling conflict], I am unable to attend.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let me know if it is possible to reschedule the viewing for a later date.

Thank you for your assistance.

Sincerely,

[Your Name]