

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Company Name, if applicable]
[Recipient Address]
[City, State, Zip Code]

Subject: Cancellation of Property Inspection for [Property Address]

Dear [Recipient Name],

I am writing to formally cancel the residential property inspection scheduled for [Date of Inspection] at [Time of Inspection] for the property located at [Full Property Address].

Due to [reason for cancellation, e.g., a change in circumstances / the property is no longer under contract], I will no longer require your services at this time.

Please confirm receipt of this cancellation. If there are any cancellation fees or further steps required regarding my deposit, please let me know as soon as possible.

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]