

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

[Date]

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

RE: Notice of Decline to Inspect - [Property Address/Reference Number]

Dear [Recipient Name],

Thank you for requesting a commercial property inspection for the premises located at [Property Address].

After reviewing the project requirements and our current operational capacity, we regret to inform you that we are unable to perform the inspection at this time.

This decision is based on the following reason(s):

- Scheduling conflicts or lack of availability on the requested dates.
- The property type or scope of work falls outside our current area of expertise.
- The property is located outside of our service region.
- Other: [Specify reason].

We appreciate you considering our services. We recommend contacting the [Local Association of Inspectors] or [Alternative Company Name] to assist you with your requirements.

Thank you for your understanding.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]