

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

[Date]

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

Subject: Cancellation of Roof Inspection Appointment

Dear [Recipient Name],

I am writing to formally cancel the roof condition inspection scheduled for [Date] at [Time] at the property located at [Property Address].

Due to [unforeseen circumstances / a change in plans / the work no longer being required], I will not be able to proceed with this appointment. Please confirm receipt of this cancellation and let me know if there are any further steps I need to take regarding this request.

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]