

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Street Address]

[City, State, Zip Code]

RE: Notice of Cancellation of Unmitigated Hazard Inspection

Dear [Recipient Name],

This letter serves as formal notice to cancel the unmitigated hazard inspection previously scheduled for [Date of Scheduled Inspection] at the following location:

[Property/Site Name]

[Full Address of Inspection Site]

The reason for this cancellation is [Briefly state reason, e.g., the hazard has been fully mitigated, property access issues, or administrative rescheduling].

[Optional: We have attached documentation confirming that the previously identified hazards have been corrected and verified.]

Please confirm receipt of this cancellation. If a follow-up inspection is required at a later date, we will contact your office to coordinate a new timeframe.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Phone Number]

[Your Email Address]