

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

[Date]

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

RE: Cancellation of Inspection Findings - [Property Address]

Dear [Recipient Name],

This letter serves as formal notification to cancel the findings reported during the vacant property inspection conducted on [Date of Inspection] for the property located at [Property Address].

After a secondary review of the property status and inspection report, it has been determined that the initial findings were issued in error due to the following reason:

- [Insert reason, e.g., Property was verified as occupied/Recent repairs were already completed/Incorrect property identified]

As a result, we are officially withdrawing any notices of violation, work orders, or penalties associated with that specific inspection. Any files or databases regarding this property's compliance status will be updated to reflect this cancellation.

Please disregard any previous correspondence related to the [Date] inspection. We apologize for any inconvenience this may have caused.

If you have any questions or require further documentation, please contact our office at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]