

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

RE: NOTICE OF CANCELLATION - OUTDATED SYSTEMS INSPECTION

Dear [Recipient Name],

This letter serves as formal notification that the previously scheduled inspection for the outdated systems located at [Site/Building Address] has been cancelled.

The inspection was originally scheduled for [Original Inspection Date] at [Time]. Due to [Reason for Cancellation: e.g., system decommissioning, vendor scheduling conflicts, or internal policy changes], this inspection is no longer required at this time.

Please note the following:

- Any existing access permits for this inspection are now void.
- No inspectors or technicians will be arriving on the date specified above.
- [Optional: Mention if a reschedule is planned or if the process is terminated indefinitely].

We apologize for any inconvenience this cancellation may cause. If you have any questions regarding this notice, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Department]