

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

[Date]

[Recipient Name or Department]  
[Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

**RE: Cancellation of Inspection - Application Reference: [Application Number/ID]**

Dear [Recipient Name],

I am writing to formally request the cancellation of the scheduled inspection for the above-referenced application, originally set for [Date of Inspection] at [Time].

I wish to formally withdraw my application effective immediately. It has come to my attention that the initial submission contained material misrepresentations regarding [briefly state the specific area, e.g., property dimensions, employment history, or financial disclosure].

Due to these inaccuracies, the application is no longer valid, and an inspection of the premises or records is no longer required or appropriate at this time. I apologize for any inconvenience this may have caused your department.

Please confirm receipt of this cancellation and provide written acknowledgment that the application has been withdrawn.

Sincerely,

[Your Signature]

[Your Printed Name]