

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name/Inspection Agency]

[Recipient Address]

[City, State, Zip Code]

Subject: Cancellation of Structural Integrity Failure Inspection

Dear [Recipient Name],

I am writing to formally cancel the structural integrity failure inspection scheduled for [Date of Inspection] at the following property address: [Full Address of Property].

The inspection was originally requested regarding [Brief Reason for Inspection, e.g., foundation cracks/roof sag]. However, we have decided to cancel this appointment because [Optional: Reason for cancellation, e.g., the property has been sold/repairs have already been completed].

Please confirm receipt of this cancellation notice. If there are any administrative fees or cancellation charges associated with this notice, please provide an invoice at your earliest convenience.

Thank you for your time and professional cooperation.

Sincerely,

[Signature]

[Printed Name]