

**Date:** [Insert Date]

**To:** [Property Owner/Occupant Name]

**Address:** [Property Address]

**Inspection Reference Number:** [Insert Number]

**Subject: CANCELLATION OF SEVERE FIRE HAZARD INSPECTION**

Dear [Name],

This letter is to officially notify you that the scheduled fire hazard inspection for the property located at [Property Address], originally set for [Date] at [Time], has been cancelled.

The inspection has been cancelled due to the following reason:

[Insert Reason, e.g., Compliance already verified / Correction of hazards confirmed / Administrative scheduling error]

**Action Required:**

[Choose one: No further action is required at this time / Please contact our office to reschedule / A new inspection date will be sent to you shortly]

If you have any questions regarding this cancellation, please contact the Fire Prevention Bureau at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title/Department]

[Organization Name]