

Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that I wish to cancel my recent order/[service booking] (Order/Booking Number: [insert number]) due to a change of mind.

While I appreciate the service you provide, I have decided not to proceed with my order/[service] at this time. I understand your cancellation policy, and I would like to request confirmation of this cancellation.

Thank you for your understanding.

Sincerely,

[Your Name]