

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Person's Name],

I am writing to formally request the cancellation of my order #[Order Number] for the backordered item [Item Name], placed on [Order Date].

Due to the extended delay in shipping, I have decided to cancel this order and would appreciate a confirmation of this cancellation at your earliest convenience.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]