

# Cancellation of Online Purchase Order

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

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

I am writing to formally cancel my order #[Order Number] placed on [Order Date] for [Product Name].

Due to [reason for cancellation, if desired], I have decided to cancel my order. Please confirm the cancellation and initiate any necessary refunds to my payment method.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]