

# Cancellation Notice

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that I wish to cancel my order, [Order Number], placed on [Order Date]. After careful consideration, I have decided to withdraw from this transaction.

According to the terms and conditions provided at the time of purchase, I believe I am entitled to cancel this order and request a full refund. Please confirm the cancellation and the refund process at your earliest convenience.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]