

# Order Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request the immediate cancellation of my order with order number [Insert Order Number], placed on [Insert Order Date]. Due to [reason for cancellation], I must withdraw my purchase.

Please confirm the cancellation of my order and any potential refunds or adjustments that may be required.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]