

Order Cancellation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service Team/Manager],

I hope this message finds you well. I am writing to formally request the cancellation of my order placed on [Insert Order Date] with the order number [Insert Order Number].

Due to [briefly state reason for cancellation, e.g., personal reasons, change of mind], I am unable to proceed with the purchase.

Kindly confirm the cancellation of my order and inform me about any further steps I need to undertake. I would appreciate a confirmation of this request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]