

# Urgent Cancellation Request

Date: [Insert Date]

To: [Company Name]

Attention: Customer Service

Dear [Recipient's Name],

I am writing to urgently request the cancellation of my recent order, **Order Number: [Insert Order Number]**, placed on [Insert Order Date]. Due to unforeseen circumstances, I am unable to proceed with this purchase.

Please confirm the cancellation of my order at your earliest convenience. If a refund is applicable, I would appreciate your prompt attention to this matter as well.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]