

# Order Cancellation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service/Order Department],

I am writing to formally request the cancellation of my order placed on [Insert Order Date]. The details of my order are as follows:

- Order Number: [Insert Order Number]
- Item(s) Ordered: [List of Items]
- Total Amount: [Insert Total Amount]

Due to [insert reason for cancellation], I would like to request that my order be canceled with immediate effect. I kindly ask for a confirmation of the cancellation and any details regarding the refund process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]