

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to formally request a duplicate copy of the policy associated with my recent order cancellation. My order number is [Order Number], placed on [Order Date].

Due to an unforeseen circumstance, I need to review the cancellation policy related to my order. It would be greatly appreciated if you could send me a duplicate of the relevant policy at your earliest convenience.

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

Sincerely,

[Your Name]