

Shipping Order Cancellation

Date: [Insert Date]

To,

Customer Service Team
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Cancellation of Shipping Order #[Insert Order Number]

Dear [Customer Service Team/Specific Name],

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

Due to a change of mind regarding my purchase, I would like to cancel this order. I understand that your cancellation policy may apply, and I would appreciate your assistance in processing this request at your earliest convenience.

Please confirm the cancellation and let me know if any further information is required from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]