

Shipping Order Cancellation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally cancel my shipping order, reference number [Order Number], placed on [Order Date]. The decision to cancel is due to the delay in shipment, which has exceeded the expected timeline.

I understand that unforeseen circumstances can occur, but I regret to inform you that I cannot wait any longer for this delivery. Please confirm the cancellation of my order at your earliest convenience. I would also appreciate any information regarding potential refunds.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]